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AUTHOR	McCommon, Judy
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ABSTRACT

Twelve lessons plans on parlimentary procedure are presented in this performance-based curriculum unit for distributive education. This unit is self-contained and consists of the following components: introduction (provides overview of unit content and describes why mastery of the objectives is important); performance objectives; and unit outline (table of contents, time required for unit, and materials and resources needed). Lesson plans generally include student information sheets, assignment sheets, and teacher materials (e.g., transparency masters). Lesson plan topics include conduct of meetings; order of business; types of committees; main subsidiary, incidental, and privileged motions; and actual meeting situations. The unit also contains a post-test, with answer key related to the enabling objectives and a unit evaluation (students conduct a meeting utilizing the principles of parliamentary procedure). (CT)

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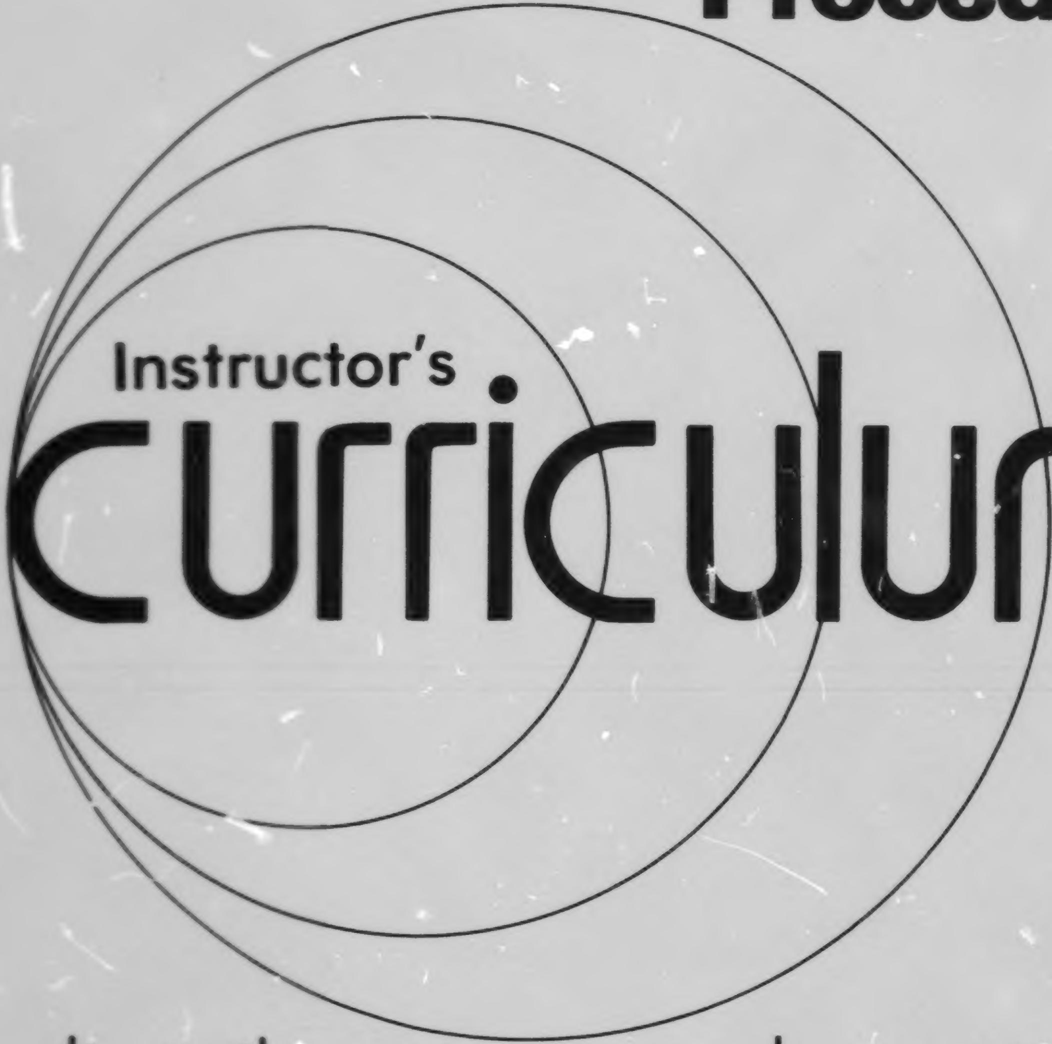
Parliamentary Procedure



Instructor's

curriculum

distributive education

PRACTICAL ARTS
AND
VOCATIONAL-TECHNICAL
EDUCATION

iml

INSTRUCTIONAL MATERIALS LABORATORY
UNIVERSITY OF MISSOURI-COLUMBIA

CE 018 656

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PARLIAMENTARY PROCEDURE

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Lester Kesterson, Director
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Dr. John E. Elias, Project Director
Richard C. Ayres, Assistant Project Director
Gary Dill, Research Coordinator
Wilda Force, Research Assistant
Mike Piershale, Research Assistant
Peggy Wren, Secretary
Lisa Warren, Secretary

CONTENT DEVELOPMENT

Judy McCommon, Warrensburg Area Vocational School

FIELD TESTING AND EVALUATION

Milton Genge, Jr., Harrisonville Area Vocational School
Marie Grubb, Fort Osage High School
Linda Nelson, Wentzville High School
Gregg Heide, Carl Junction High School
Francis McClernon, Kansas City Westport High School
Margie Seddon, St Louis Cleveland High School
Katherine Graves, Unionville High School
Dan Hughes, Farmington High School
Marcia Swisher, Boonville Area Vocational School

INSTRUCTIONAL MATERIALS LABORATORY STAFF

Amon Herd, Director
Dr. Harley Schlichting, Assistant Director
Susan Steelman, Editor
Dan Stapleton, Publications Designer
Rick List, Graphic Layout Specialist
Melva Pinkerton, Composition Typist
Mabel Woody, Printer
Mark Hohenstein, Offset Operator
Sam Baysinger, Production

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LESSON PLAN FORMAT

INTRODUCTION AND OBJECTIVES	BLUE
UNIT OUTLINE	WHITE
PRE ASSESSMENT	BUFF
PRE ASSESSMENT KEY	GREY
LESSON PLANS	YELLOW
INFORMATION SHEETS	PINK
ASSIGNMENT SHEETS	GREEN
TRANSPARENCY MASTERS	WHITE
KEY AND ANSWER SHEETS	GREY
TEACHER REFERENCE SHEETS	BLUE
OPTIONAL ACTIVITIES AND BIBLIOGRAPHY	WHITE
POST ASSESSMENT	BUFF
POST ASSESSMENT KEY	GREY
UNIT EVALUATION	BUFF

FOREWORD

The Missouri Distributive Education Curriculum is a performance-based curriculum for distributive education throughout the state of Missouri. This curriculum system is composed of twenty units, ten designed for use in junior preparatory classes, and ten for senior cooperative distributive education classes. All units were written by teams of distributive education teacher-coordinators. Performance objectives and content of the units were validated by advisory committees composed of persons in business, during the field-tests conducted by distributive education teacher-coordinators in their classrooms. The units were then corrected, improved and made ready for final printing.

Each unit is self-contained, which means that unless desired, no outside reference is needed to teach the unit. Each unit also has suggested optional activities to supplement instruction. The units can be viewed in two ways: a "survival kit" for the beginning teacher, or as an organizational aid to the experienced teacher.

Philosophy of the Curriculum

Almost without exception, instruction is intended to equip students to do something beyond the classroom. It seems beyond debate that any instruction must be based upon a definite analysis of whatever it is that the student is expected to be able to accomplish as a result of the instruction. Without a clear description of the kind of behavior that will be required of the student, it is impossible to determine with any degree of precision what is to be taught. With this in mind, a careful and thorough analysis of "what the student must do" and "what the student must know" in order to perform in a desirable manner in business was conducted during the development of the objectives for the units.

A terminal performance objective and appropriate enabling objectives for each unit were formulated. The objectives were developed by teams of experienced coordinators drawing on their own expertise, other curriculum materials, and the research of Crawford, Lynch and others. The objectives and the corresponding unit performance evaluations were then validated by people representing the business community.

Unit Components

Each unit is completely self-contained. All instructional materials necessary to teach each unit are provided. To supplement the teaching of the units, optional activities are suggested.

Each unit follows a unique color-coding and numbering system. The units contain the following components:

Introduction: This component provides a thumbnail sketch of the unit and the content and describes why mastery of the objectives is important to the learner. It is designed to motivate the students as well as orient them to the unit.

Performance Objectives: The terminal objective specifies the performance which will be expected of the learner at the completion of the unit. The enabling objectives specify the information, products and competencies which must be mastered or produced by the students in order to be able to perform the terminal objective.

Pre-Assessment: This is a measurement tool to determine the degree of knowledge and/or competency the students already possess of the unit's content. For some units, the pre-assessment is a paper-pencil pre-test. For other units, the pre-assessment consists of pertinent questions and class discussion.

Unit Outline: This presents a table of contents of the unit, the time required for the unit and the materials and resources needed.

Lesson Plans: Lesson plans are presented for each day of the unit accompanied by all necessary material including student information sheets, assignment sheets and teacher materials.

Post-Assessment: This is an objective examination which measures the student's mastery of the enabling objectives. Theoretically, its purpose is not to determine a grade, but to inform the teacher as to whether or not the students are prepared to attempt the unit performance evaluation.

Unit Evaluation: Each unit contains an evaluation of the student's performance or development of a product which is related as closely as possible to actual practice in the world of work. For many units, business people are utilized as evaluators. The unit performance evaluation is critical to effective instruction of the unit because only then will the teacher and students know whether or not the students actually mastered the unit.

Unfortunately, many teachers decide to "take a short-cut," and eliminate the unit evaluation. Ending the unit with the post-instruction assessment falls far short of concluding the unit. Everything accomplished in the classroom from the day the unit was introduced to the completion of the post-instruction assessment has been designed so that the student would be able to attempt the unit performance evaluation.

This evaluation has been developed to determine realistically whether or not the student can satisfactorily perform the terminal objective which specifies the performance expected of the learner at the completion of the unit.

For example, the performance required for the unit, *Getting a Job*, is an actual job interview. For *Parliamentary Procedure*, the performance evaluation is to conduct a meeting using parliamentary rules. For *Economics of Marketing*, the performance evaluation is to develop a product, identify the market functions, define a marketing concept for the product, show what market segments will be appealed to, classify what stores will sell the product, what channels of distribution will be used and what marketing strategy will be used based on the psychological needs of consumers. The unit evaluation, properly conducted, will serve several purposes:

*Provides a "doing" activity for students and an opportunity for them to display the skills and competencies they have acquired.

*Provides students with an opportunity to gain a sense of pride in their accomplishments, as they satisfactorily complete the activity.

*Provides students with an opportunity to receive constructive first-hand knowledge of what is taught in a distributive education program.

*Serves as a good public relations tool for the distributive education program, and could definitely enhance placement of students on jobs.

How to Use the Units

Each unit has a unit numbering system and is color-coded for the convenience of the teacher. Each unit has been assigned a number which is found on the objective sheet. For example, the first unit is *Orientation to Distributive Education and DECA*. The unit number and the objective number are always the same; in this case, it is 1.00.

Each unit contains a terminal objective (blue sheet). The terminal objective will always be 1.00, 2.00, 3.00 . . . 20.00. The enabling objectives will always follow the terminal objective on blue sheets. Enabling objectives for each unit are always prefaced with the unit number and are numbered consecutively. For example, 2.06 is the sixth enabling objective in the second unit.

The lesson plans (yellow sheets) are numbered within the units in the order in which they are to be taught and are not to be confused with the terminal or enabling objectives numbering system.

Lesson plan 12.08, for example, is for the eighth lesson in unit twelve. In the lesson plan, the enabling objective(s) is listed that will be concentrated on during that lesson.

The assignment sheets (green), the information sheets (pink) and the transparency masters (white) are numbered according to the daily lesson plans, not the terminal or enabling objectives. For example, the first assignment sheet for lesson plan 12 is assignment sheet 12.01. The first transparency master for lesson plan 12 is TM 12.01. The information sheets, assignment sheets and transparency masters are keyed to the lesson plan, but are numbered independently of each other. Depending on what is being taught during the lesson, there could be several different assignment sheets, information sheets or transparency masters or a combination of all three.

Students should be provided copies of the objectives, information sheets and assignment sheets. These are available in sufficient quantities for classes at the Instructional Materials Laboratory at the University of Missouri-Columbia. These student materials can be given to students as a packet at the beginning of the unit to be used as needed, or the teacher may elect to give students the necessary materials on a daily basis.

There are two assessments at the end of each unit. One is the post-assessment (buff), and the other is the unit evaluation (buff).

Suggested Use of Units

Two-Year Programs

First year:

- *Orientation to D.E. and DECA*
- *Parliamentary Procedure*
- *Careers*
- *Human Relations in Marketing and Distribution*
- *Communications*
- *Retailing*
- *Free Enterprise*
- *Physical Distribution*
- *Mathematics*
- *Getting a Job*

Second year:

- *Selling*
- *Human Relations on the Job*
- *Customer Services*
- *Sales Promotion*
- *Operations*
- *Buying and Pricing*
- *Marketing Analysis*
- *Economics of Marketing*
- *Operating Your Own Business*
- *Preparing for Promotion*

One-Year Programs

- *Orientation to D.E. and DECA*
- *Parliamentary Procedure*
- *Careers*
- *Human Relations in Marketing and Distribution*
- *Communications*
- *Mathematics*
- *Getting a Job*
- *Selling*
- *Human Relations on the Job*
- *Economics of Marketing*

PARLIAMENTARY PROCEDURE

INTRODUCTION

Parliamentary law is an essential part of a good Distributive Education Program. It enforces a democratic atmosphere wherein all Distributive Education Clubs of America meetings can be kept orderly while trying to attain the completion of any issue.

Parliamentary law is a competency that will be of importance to the students in their future business, civic, religious and other types of meetings.

PARLIAMENTARY PROCEDURE

OBJECTIVES

Terminal Objective:

2.00 Upon completion of the unit of instruction on parliamentary procedure, the student should demonstrate the ability to correctly utilize the principles of parliamentary procedure in an actual meeting situation with six other students.

Enabling Objectives: After completion of this unit, students should be able to:

2.01 List the resources from which parliamentary procedure is derived.

2.02 Recall the general rules used to conduct a meeting.

2.03 Repeat the order in which business is taken up.

2.04 Demonstrate the correct method of bringing up business.

2.05 Name and describe the types of committees.

2.06 Match correct definitions of the officers' duties to the officers' titles.

2.07 Restate the basic principles of a meeting when using parliamentary procedure.

2.08 Explain a main motion.

2.09 Explain the procedure for seconding a motion.

2.10 Name the types of votes required for passage of a motion.

2.11 Recognize whether a motion is debatable or nondebatable.

2.12 Define and write a resolution.

2.13 Explain the purpose of subsidiary motions.

2.14 Describe the types of subsidiary motions.

2.15 Demonstrate the procedure for carrying out a subsidiary motion.

2.16 Define incidental motions.

2.17 List the types of incidental motions.

2.18 Demonstrate the procedure for carrying out types of incidental motions.

2.19 Identify a privileged motion.

2.20 List the types of privileged motions.

2.21 Demonstrate the procedure for carrying out types of privileged motions.

PARLIAMENTARY PROCEDURE

UNIT OUTLINE

I. Time for unit: Twelve 55-minute class periods

II. Materials

  A. Introduction

  B. Objectives

  C. Lesson Plan 1

    1. Information Sheets

      a. 1.01 - What is Parliamentary Procedure?
      b. 1.02 - General Rules Used to Conduct a Meeting
      c. 1.03 - Definition of Terms

    2. Bulletin Board 1.01 - Bulletin Board Quickie--Parliamentary Law

  D. Lesson Plan 2

    1. Information Sheets

      a. 2.01 - The Order of Business and Related Information for Meetings
      b. 2.02 - Introduction of Business

    2. Assignment Sheet 2.01 - You, the President

  E. Lesson Plan 3

    1. Information Sheets

      a. 3.01 - Types of Committees
      b. 3.02 - Officers and Their Duties
      c. 3.03 - Principles of Parliamentary Law

    2. Transparency Master 3.01 - Committee Responsibilities

  F. Lesson Plan 4

    1. Information Sheets

      a. 4.01 - The Main Motion, Second, and Voting
      b. 4.02 - Main Motions
      c. 4.03 - Summary of Main Motions
      d. 4.04 - What Main Motions are Debatable?

2. Assignment Sheet 4.01 - Making a Main Motion

G. Lesson Plan 5

1. Information Sheet 5.01 - What is a Resolution?

2. Assignment Sheet 5.01 - Resolutions

3. Transparency Master 5.01 - Main Motion

H. Lesson Plan 6

1. Information Sheets

a. 6.01 - Subsidiary Motions
b. 6.02 - Summary of Motions

2. Transparency Masters

a. 6.01 - Picture Introduction - Subsidiary Motions
b. 6.02 - Postpone Indefinitely
c. 6.03 - Amendments - By Striking Out
d. 6.04 - Amendments - By Insertion
e. 6.05 - Amendments - Substitution
f. 6.06 - Amend the Amendment
g. 6.07 - Refer to a Committee
h. 6.08 - Postpone Definitely
i. 6.09 - Limit or Extend Debate
j. 6.10 - Previous Question
k. 6.11 - Lay on the Table

I. Lesson Plan 7

1. Assignment Sheet 7.01 - Subsidiary Motions

J. Lesson Plan 8

1. Information Sheet 8.01 - Incidental Motions

2. Transparency Masters

a. 8.01 - Picture Introduction - Incidental Motions
b. 8.02 - Point of Order
c. 8.03 - Division of the House
d. 8.04 - Parliamentary Inquiry
e. 8.05 - Personal Inquiry
f. 8.06 - Appeal From the Decision of the Chair
g. 8.07 - Withdraw a Motion
h. 8.08 - Object to Consideration of a Motion

K. Lesson Plan 9

1. Information Sheet 9.01 - Incidental Motions

L. Lesson Plan 10

1. Information Sheet 10.01 - Privileged Motions
2. Assignment Sheet 10.01 - Privileged Motions
3. Transparency Masters
    a. 10.01 - Picture Introduction - Privileged Motions
    b. 10.02 - Adjourn - Unqualified
    c. 10.03 - Adjourn - Qualified
    d. 10.04 - Recess
    e. 10.05 - Questions of Privilege
    f. 10.06 - Questions of Privilege

M. Lesson Plan 11

1. Information Sheet 11.01 - DECA Parliamentary Procedure Competitive Event
2. Assignment Sheet 11.01 - Parliamentary Procedure Puzzler
3. Post-Assessment
4. Post-Assessment Key

N. Lesson Plan 12

1. Unit Evaluation

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PARLIAMENTARY PROCEDURE

LESSON PLAN #1

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.01 List the resources from which parliamentary procedure is derived.
2.02 Recall the general rules used to conduct a meeting.

Resources:

1. Information Sheet 1.01 - What is Parliamentary Procedure?
2. Information Sheet 1.02 - General Rules Used to Conduct a Meeting
3. Information Sheet 1.03 - Definition of Terms
4. Bulletin Board 1.01 - Bulletin Board Quickie--Parliamentary Law

Teacher Activities:

1. Hand out Information Sheets 1.01 - What is Parliamentary Procedure?, 1.02 - General Rules Used to Conduct a Meeting and 1.03 - Definition of Terms.

2. Have students read Information Sheets 1.01 and 1.02.

3. Discuss these.

4. Assign students to study Information Sheet 1.03 to help in future discussions.

5. Put up Bulletin Board 1.01 - Bulletin Board Quickie--Parliamentary Law.

Student Activities:

1. Read Information Sheets 1.01 - What is Parliamentary Procedure? and 1.02 - General Rules Used to Conduct a Meeting and discuss these.
2. Study Information Sheet 1.03 - Definition of Terms for future reference.

Optional Activities and Resources:

1. *Roberts' Rules of Order*, 1st edition, Pyramid Books, 1967, pages 21-26.
2. Tape: *History and Value of Parliamentary Procedure*, ESP, 2701.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET 1.01

What is Parliamentary Procedure?

Parliamentary procedure is a term used to describe a group of rules that organizations utilize to conduct business at a meeting and set policies. The purpose of parliamentary procedure is to handle business quickly and fairly. When parliamentary procedure is used, all members of a group have the chance to state their opinions on the business before the house. They also have the privilege to bring up any matter that the group may wish to consider.

For a meeting to run smoothly, all of the members, and particularly the officers, must know the basics of parliamentary procedure. A group may create their own rules, but most adopt *Roberts' Rules of Order*.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #1.02

General Rules Used to Conduct a Meeting

1. Before members can speak, they must be recognized by the presiding officer.

2. To be recognized, members should stand and remain standing while speaking.

3. All remarks should be addressed to the presiding officer. Refer to another speaker by the term "previous speaker."

4. Never interrupt another member who is speaking. (Exceptions: point of order, question of privilege).

5. Small group discussions are not allowed.

6. All members must remain seated until the presiding officer adjourns the meeting.

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PARLIAMENTARY PROCEDURE

INFORMATION SHEET #1.03

Definition of Terms

(Based on *Roberts' Rules of Order, Revised*, 75th anniversary ed., 1951)

Accept (as accepting a report)--Adopt; should not be confused with *receiving*.

Amendment--A change or alteration proposed to a main motion by inserting, changing, or striking out words and phrases, but not changing the meaning or intent of the main motion; an amendment can be amended.

Appeal (of an assembly)--A member may question a decision made by the presiding officer by asking the members present to vote either for or against the presiding officer's decision.

Appeal (of a question)--A member may question a counting of votes by finally requesting members to stand to be counted.

Apply (to)--A motion can either have a subsidiary motion or not; these are stated as being *applied* to a main motion.

Assembly--The body of members which meets to consider the business at hand.

Bylaws--There is seldom any difference between the *constitution* and the *bylaws;* most organizations combine the two today to mean the permanent body of legislative rules by which the organization will operate.

Chair--Always applies to the presiding officer of the meeting, whether temporary or permanent; refers to a person rather than an inanimate object or the authority of the position.

Constitution--(see *Bylaws*) Many organizations operate by a charter rather than a constitution; where a constitution is written separately from the bylaws, it should contain only the name of the organization, object, qualifications for membership, officers and elections, meetings and method of amendment.

Debate--Same as discussion; a motion is either debatable or not, meaning that members have the right to discuss the merits or criticisms of the issues.

Division--A division of an assembly is the last appeal that a member has in which to seek support of his or her position by asking those present to stand and be counted in support of the member. A division of a question is the last appeal a member who questions the validity of the chair's counting of a vote has; the member asks those present to stand and be counted in their vote. In both cases, a division represents the final appeal of a member.

Floor--Refers to recognition and privilege of addressing the chair or assembly; yielding the floor means giving up the privilege of speaking temporarily; obtaining the floor means receiving recognition from the chair with the privilege of making a motion, nomination, requesting a point of order or inquiry of information.

Incidental motion--A motion that arises from another motion that is pending; these are motions of question, requests, objections, divisions and inquiry.

Informal consideration--In small assemblies where the numbers are few, it is often better to open motions to free discussion as if it were a committee meeting rather than a formal legislative body.

Inquiry--A question asked by a member and directed toward the chair to obtain directions in correct parliamentary procedure.

Lay on the table--A term used to indicate that a motion has been temporarily laid aside; means the same as tabling a motion; at least one item of business must be transacted before a motion can be taken from the table.

Main motion--A motion made to bring before the assembly for its consideration any item of business or particular subject that is deemed appropriate for the assembly to consider and discuss.

Majority (in voting)--The term applies to a simple majority of one of those members present and voting; a vote of 16 to 15 is a simple majority of one. Any other type of majority must be specified as to number.

Member--A fully qualified person who is legally constituted to attend and vote in the assembly of the organization.

Minutes--The record of an assembly's deliberation and discussion during its meeting; minutes are recorded by an elected or appointed secretary and must be approved by the assembly at the next following meeting.

Modify--Change or alter a motion; a member who proposes a motion has the privilege of modifying it before it has been stated by the chair without obtaining anyone's consent; once stated by the chair, the member must obtain the general consent of the assembly to modify the motion.

Nominate--Propose a name as a candidate for an office; a candidate may be nominated by a committee or named from the floor.

Orders of the day--Refers to the stated order of business for a meeting; when a member calls for the orders of the day, she or he is requesting the chair to regain the regular order of procedure.

Parliamentary law--An unwritten law of democratic procedure originating from the rules of the early English Parliament.

Pending--Waiting to be decided or settled; a motion that is pending is in some stage between proposal and final vote for approval or disapproval.

Postpone--Delay; *postpone indefinitely* means to kill a motion without bringing it to a vote; *postpone to a certain date* specifies when a motion will be discussed.

Precedence--Refers to the ranking of motion; when motions are pending, those of highest ranking shall be considered first, those of least ranking considered last.

Previous question--A proposal to end debate on a motion immediately and bring it to a vote; the term "question" is used to mean previous question.

Privileged motions--Motions of importance that take precedence over the pending question and all other items of business; they are undebatable and require immediate action. Privileged motions are those for adjournment, recess, question of privilege, and call for orders of the day.

Question--May have several different meanings in parliamentary law; can call for an immediate vote on an issue, call for a division of the assembly, ask for information or clarification, challenge the chair's decision or procedure in conducting the assembly, or ask for an appeal on a previous ruling.

Reconsider--A motion to reconsider is one that calls a tabled motion back for action, or it may be one that requests the assembly to take action on a motion that has been previously voted down.

Repeal--The same as rescind; to take away or nullify an action.

Rescind--A proposal to make void a previously accepted motion or action unless that action has already been taken.

Resolution--The act of an assembly, the purpose of which is to declare facts or express opinions or purposes, and not to command.

Secondary motion--Any motion that can be made while a main motion is pending, such as a subsidiary motion or motion of privilege.

Speaker--The member who has the recognition of the chair and is speaking on any subject or proposing a motion.

Subsidiary motion--A motion applying to a main motion that is pending; is designed to dispose of the main motion appropriately. These are motions that refer to a committee, lay on the table, limit or extend debate, postpone indefinitely or to a certain time, or amend a motion.

Suspend the rules--An incidental motion designed to facilitate the action on a motion that is pending by temporarily disregarding the rules of the organization.

Table--Means postponement of action on a motion either temporarily or permanently as indicated by the intent.

Two-thirds majority vote--Indicates the number of members who must vote favorably for an action or motion before it becomes acceptable. The chair is obligated to advise members of a two-thirds vote requirement prior to calling for the vote. Motions requiring a two-thirds vote are to amend, repeal, or rescind, take a question out of order, suspend the rules, sustain an objection, move a previous question, limit or extend debate, close nominations, discharge a committee from acting, and reconsider a motion.

Unfinished business--An item on the regular agenda of a business meeting whereby any tabled motion from the previous session or a motion that was postponed to this specific time must be taken up and disposed of.

Withdraw a motion--A member who has proposed a motion is privileged to withdraw the motion before it is stated by the chair. Once stated from the chair, debated, or amended, the member must secure the consent of the assembly to withdraw the motion. A withdrawn motion has the same effect as one that was never made.

Kenneth L. Russell, *The How in Parliamentary Procedure* (Danville, Illinois: The Interstate Printers and Publishers, Inc.), pp. 41-44.

PARLIAMENTARY PROCEDURE

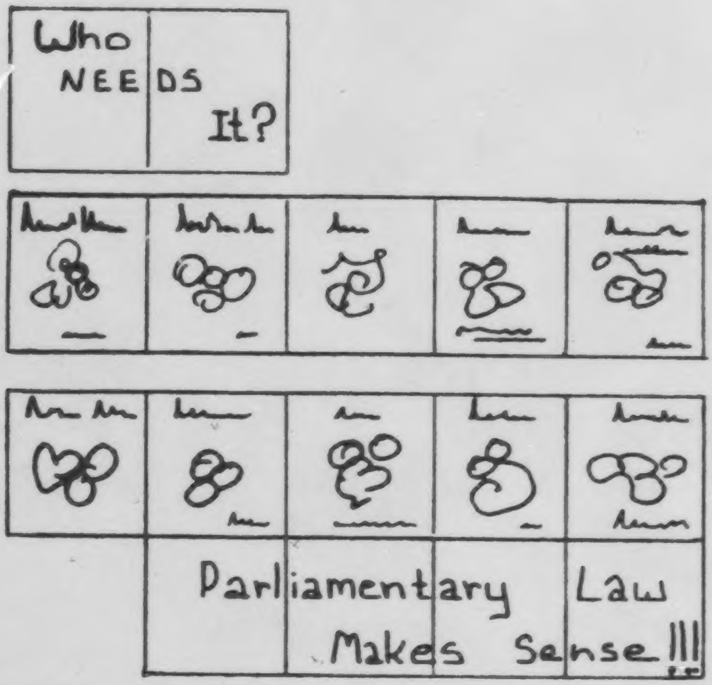
BULLETIN BOARD #1.01

Bulletin Board Quickie--Parliamentary Law

This cartoon approach to the reasons for using parliamentary procedure to accomplish your objectives for DECA could be used with the unit on parliamentary law early in the fall. It might also be appropriate for junior programs ready to get organized for next year in the spring.

You might put up the headline and add cartoons, a few at a time. You might only use the cartoons that represent your situation--or you might put it all up as shown.

Remember to save these pages and file for re-use next year.


Who NEEDS It?
Parliamentary Law Makes Sense!!!

Ohio State University Distributive Education Department. *Ohio Mailings*, Distributive Education Materials Laboratory, Columbus, Ohio.

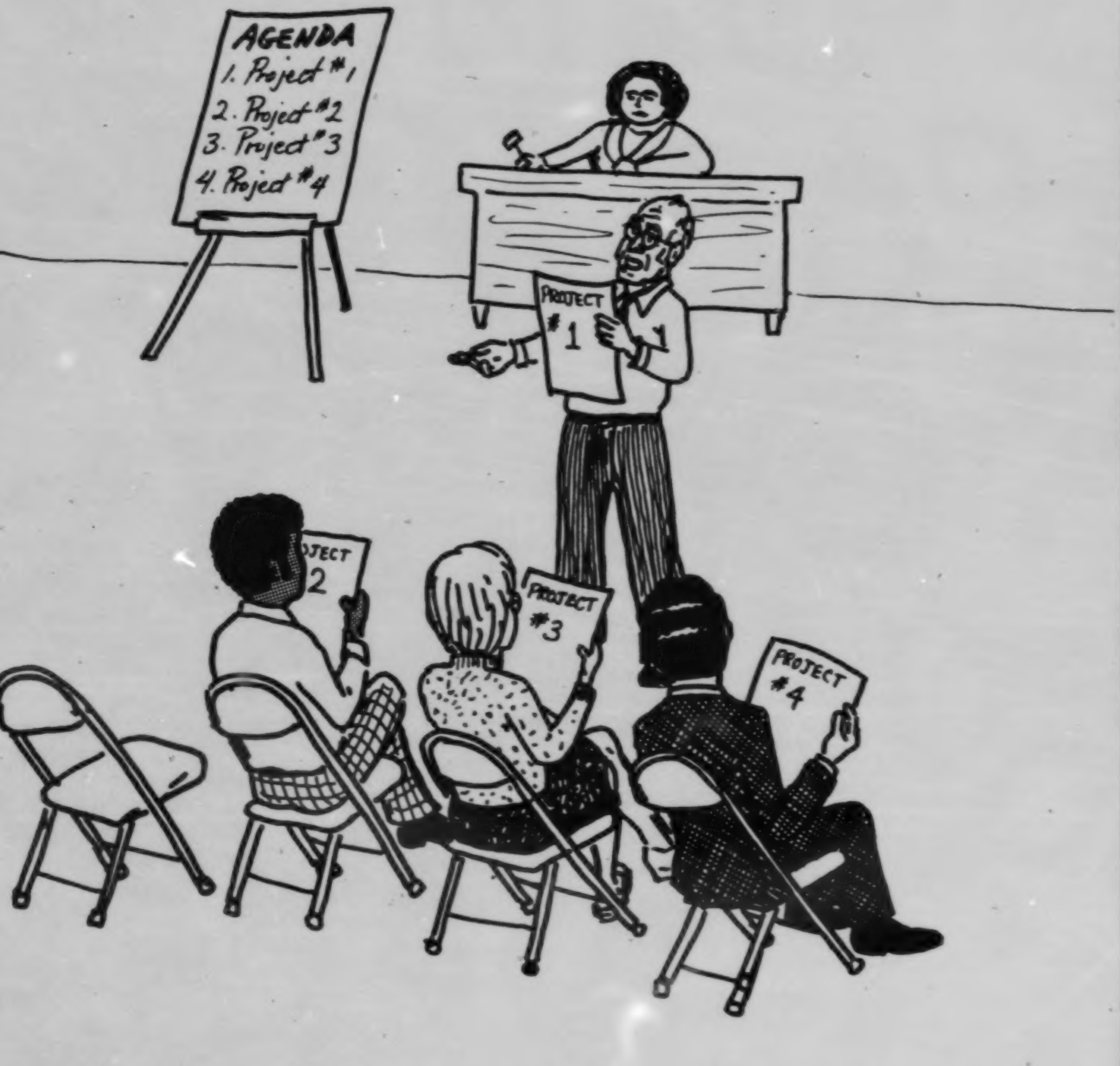
Who

Nee

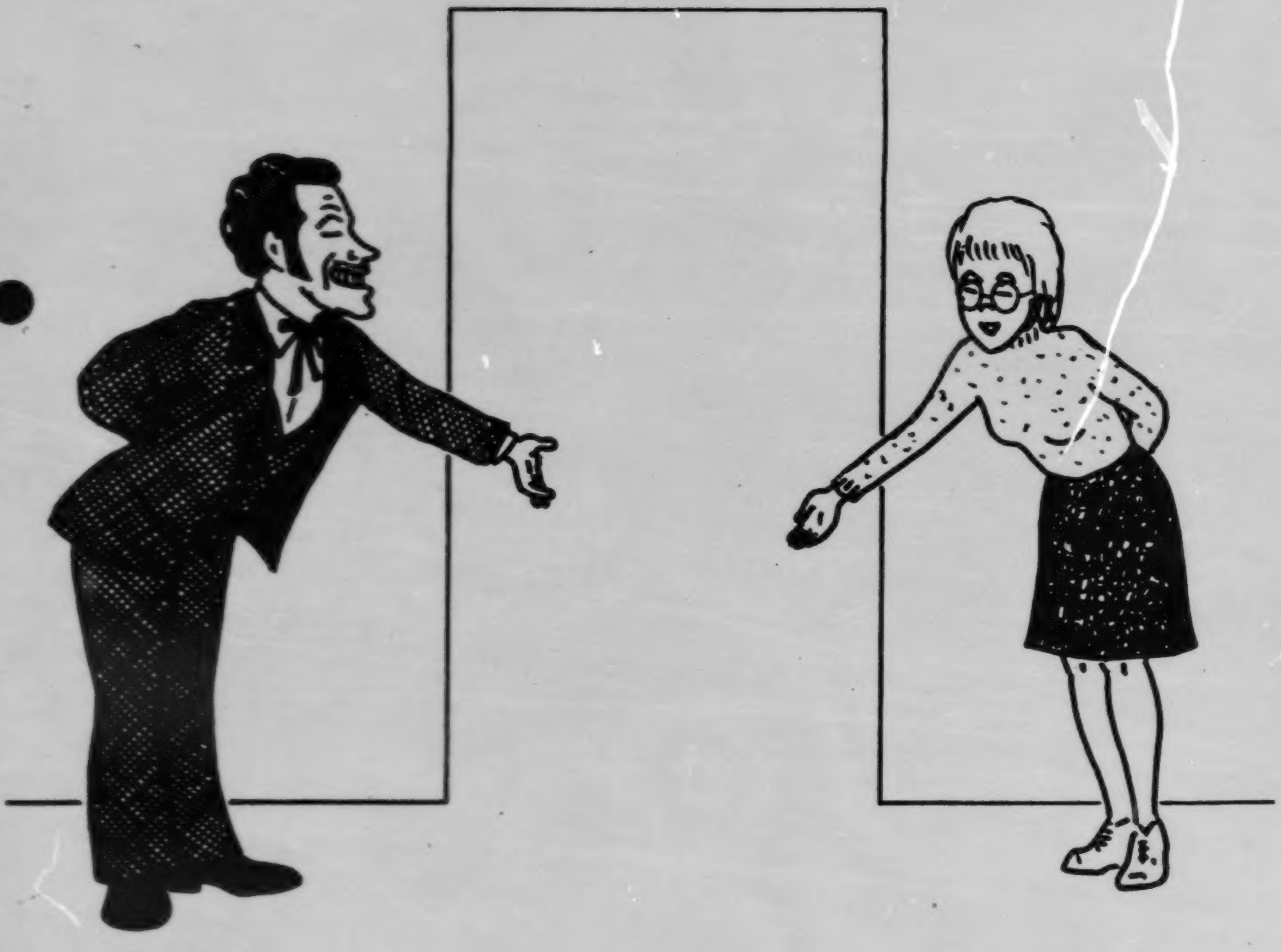
ds

It?

An Agenda leads to definite action


AGENDA
1. Project #1
2. Project #2
3. Project #3
4. Project #4
PROJECT #1
PROJECT 2
PROJECT #3
PROJECT #4

Everybody has Equal Rights



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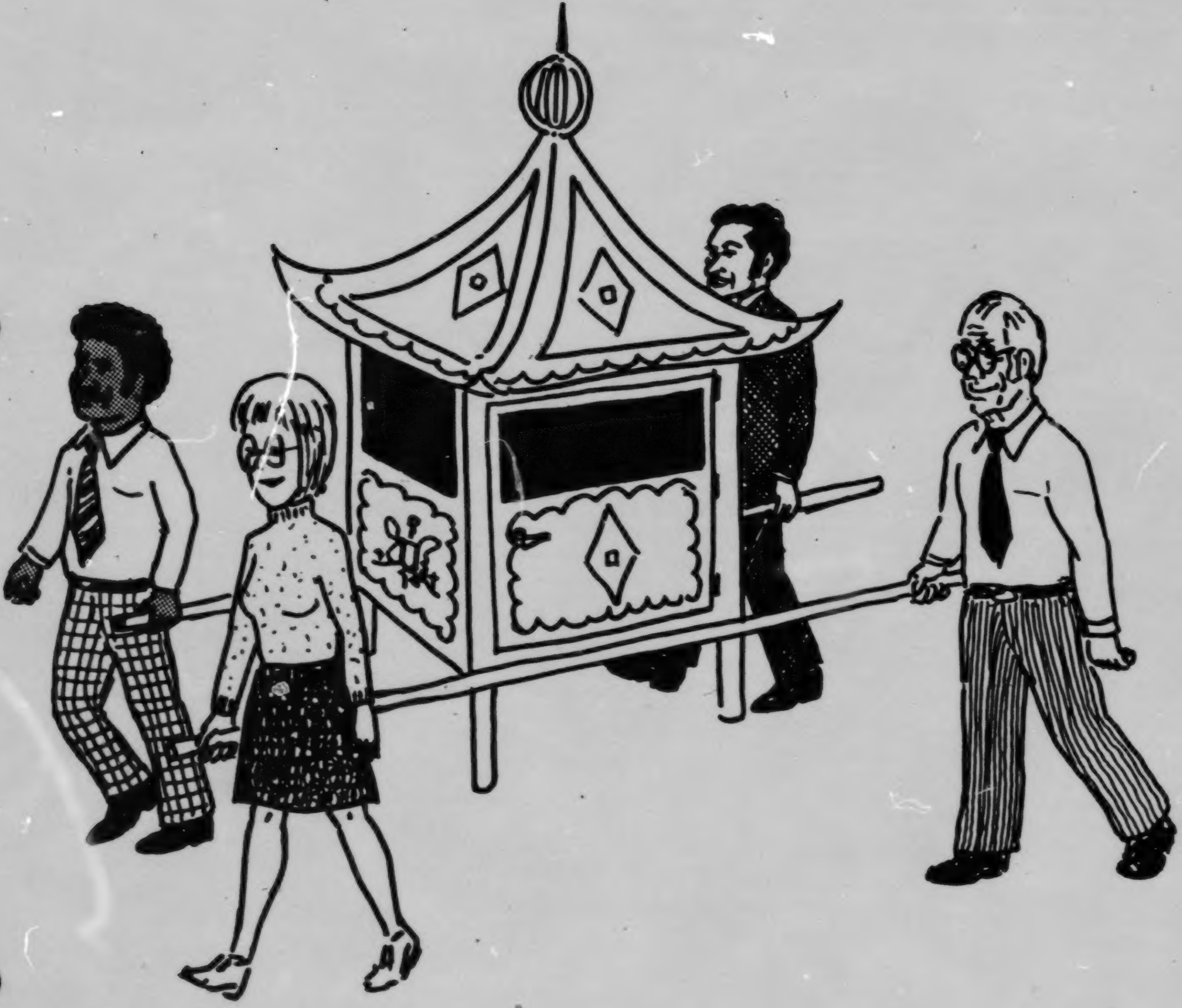
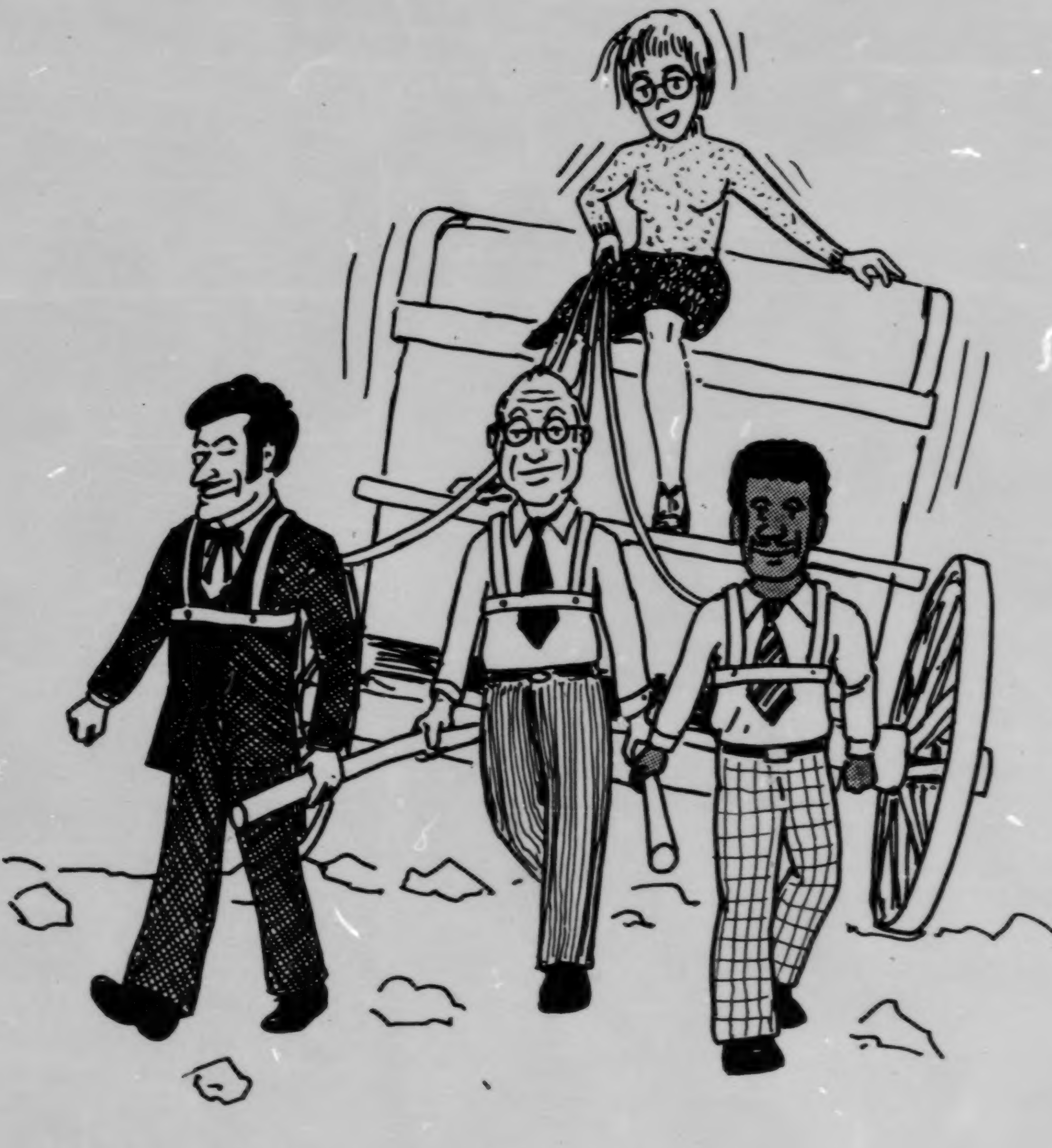
Total involvement

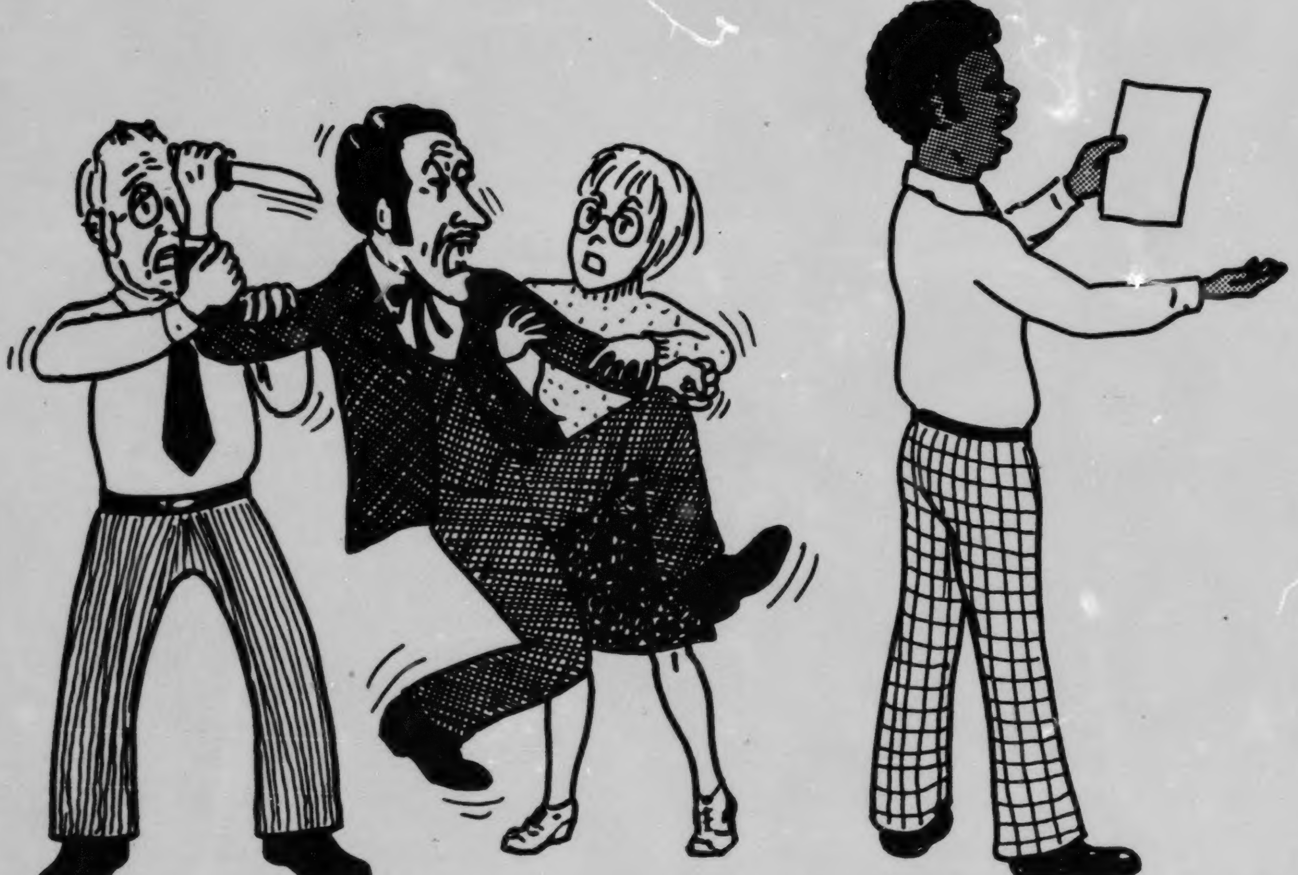
Established responsibilities for all members



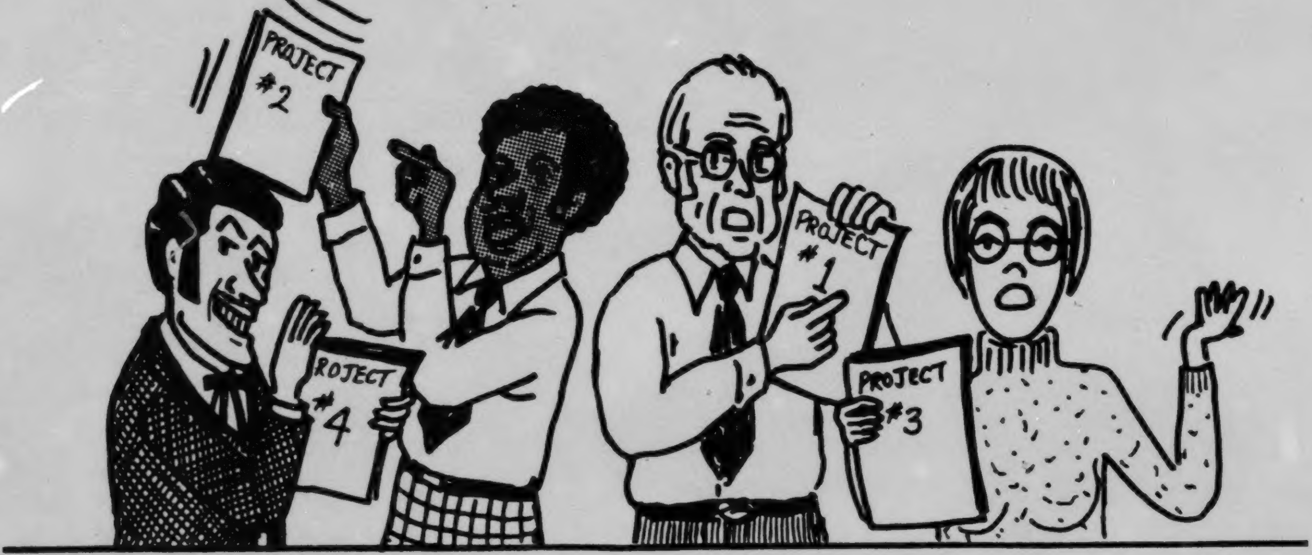
Opportunities for all to Experience Leadership

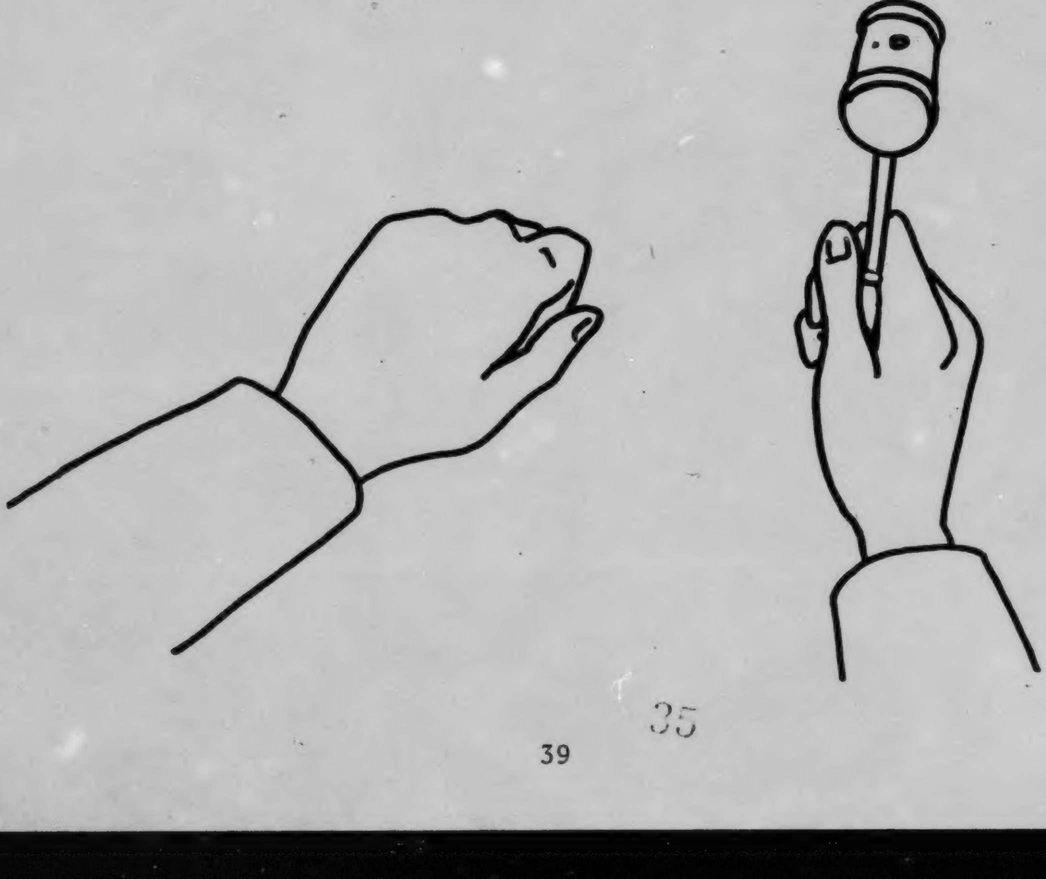


Respect each others' opinions

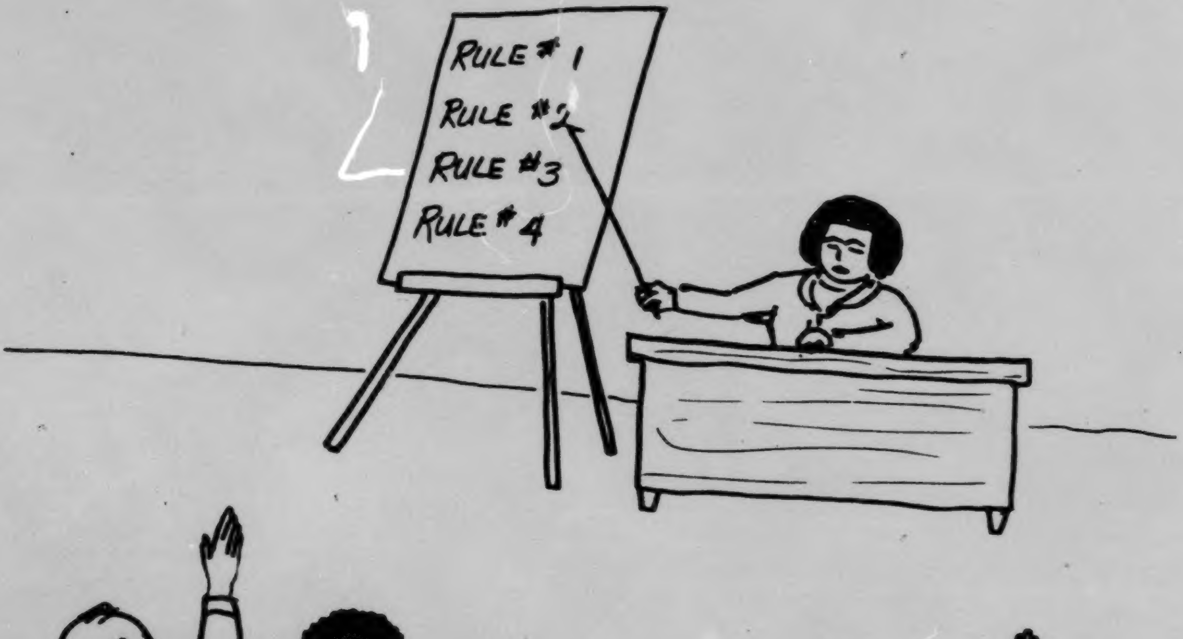


Deal with One item at a time


PROJECT #2
PROJECT #1
ROJECT #4
PROJECT #3

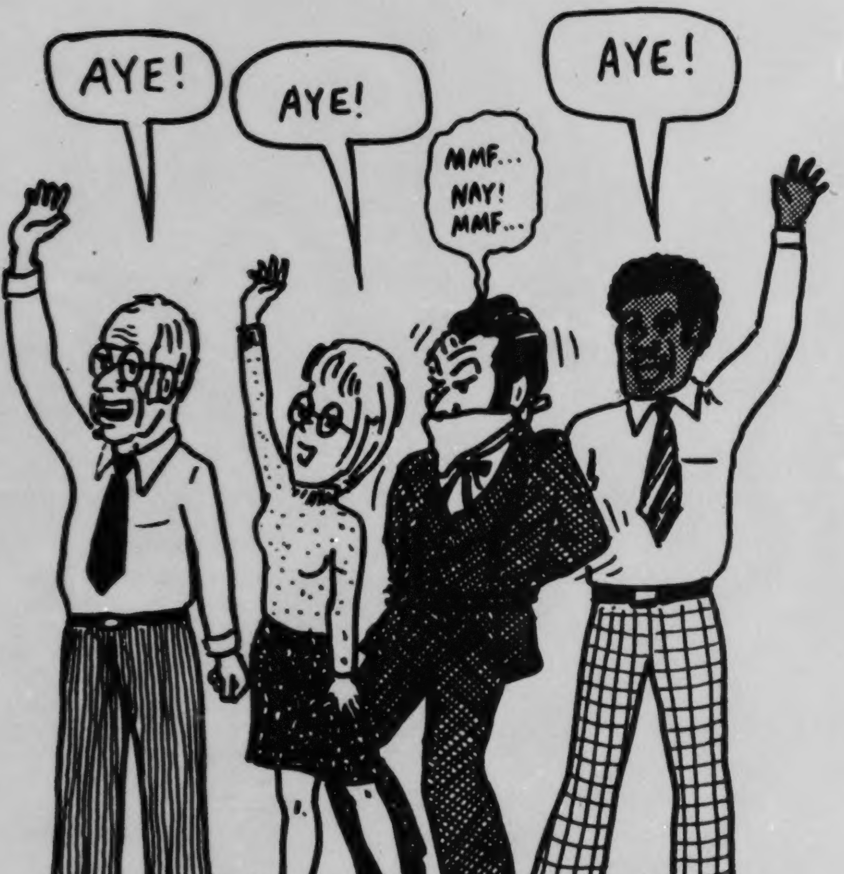


Written rules are determined by the group

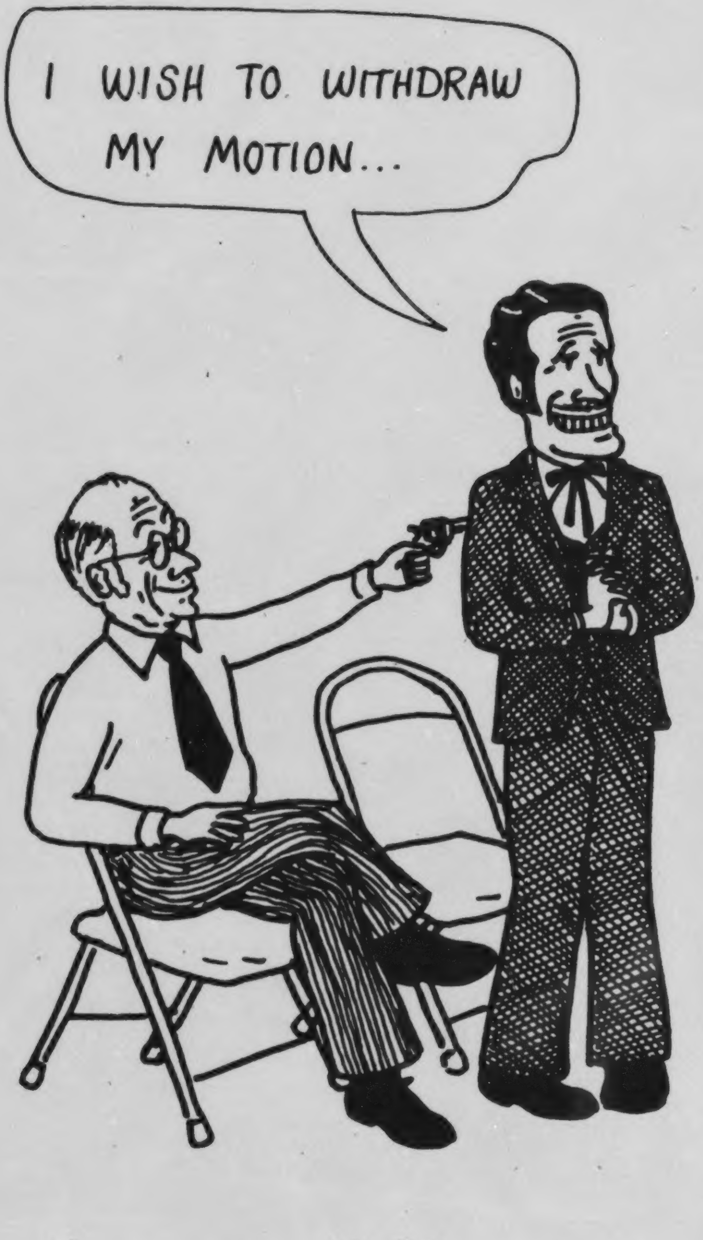


RULE # 1
RULE # 2
RULE # 3
RULE # 4

The majority rules


AYE!
AYE!
MMF...
NAY!
MMF...
AYE!

Orderly way to change your mind


I WISH TO WITHDRAW MY MOTION...

Parl

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PARLIAMENTARY PROCEDURE

LESSON PLAN #2

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.03 Repeat the order in which business is taken up.
2.04 Demonstrate the correct method of bringing up business.

Resources:

1. Information Sheet 2.01 - The Order of Business and Related Information for Meetings
2. Information Sheet 2.02 - Introduction of Business
3. Assignment Sheet 2.01 - You, the President

Teacher Activities:

1. Distribute Information Sheet 2.01 - The Order of Business and Related Information for Meetings and Information Sheet 2.02 - Introduction of Business.

2. Discuss Information Sheets 2.01 and 2.02.

3. Distribute, explain and assign Assignment Sheet 2.01 - You, the President.

Student Activities:

1. Read and discuss Information Sheets 2.01 - The Order of Business and Related Information for Meetings and 2.02 - Introduction of Business.
2. Read and complete Assignment Sheet 2.01 - You, the President.

Optional Activities and Resources:

1. Plan an order of business for the local chapter's initiation ceremony for new DECA members.
2. Tape: *Terms Used in Parliamentary Procedure*, ESP, 2703.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #2.01

The Order of Business and Related Information For Meetings

I. Presidential responsibilities before the meeting--Meet with officers to determine the agenda for the next meeting.

II. Common steps in a business meeting

  A. Call to order

  B. Minutes

  C. Officers' reports

  D. Committee reports

  E. Special orders

  F. General orders

  G. Unfinished business

  H. New business

  I. Adjournment

III. Checking roll

  A. Call names aloud.

  B. Check off names as people enter room.

IV. The secretary's report

  A. Read minutes of last meeting.

  B. President will ask for corrections to the minutes.

V. Unfinished business

  A. Motions that were postponed from previous meetings.

  B. If there is no unfinished business, then go on to new business.

VI. Special orders

   A. A guest speaker

   B. Music

   C. Initiation of new members

   D. Installation of officers

VII. Presidential responsibilities--To make sure the agenda is followed.

INFORMATION SHEET #2.02

Introduction of Business

All business should be brought before the group by a member.

Before a member can address or make a motion, he or she must **be recognized** by the presiding officer or chair. The chair will then recognize the member by name.

A motion must be made by a member, then seconded and restated by the chair before it is open to debate. If a motion is submitted in writing, it must be handed to the chair and then read before the group.

Henry M. Roberts, *Roberts' Rules of Order*, Pyramid Books, pp. 27-29.

PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #2.01

You, The President

Assignment: You are the president of your local DECA chapter. During the next meeting you must plan a fund-raising project. Discuss, in writing, the preparation you will make for the meeting and the agenda for the meeting.

PARLIAMENTARY PROCEDURE

LESSON PLAN #3

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.05 Name and describe the types of committees.
2.06 Match correct definitions of the officers' duties to the officers' titles.
2.07 Restate the basic principles of a meeting when using parliamentary procedure.

Resources:

1. Information Sheet 3.01 - Types of Committees
2. Information Sheet 3.02 - Officers and Their Duties
3. Information Sheet 3.03 - Principles of Parliamentary Law
4. Transparency Master 3.01 - Committee Responsibilities

Teacher Activities:

1. Distribute Information Sheets 3.01 - Types of Committees, 3.02 - Officers and Their Duties and 3.03 - Principles of Parliamentary Law.

2. Ask students to read each, then discuss.

3. Show and discuss Transparency Master 3.01 - Committee Responsibilities.

Optional Activities and Resources: Read *Roberts' Rules of Order*. (1st edition) Pyramid Books, 1967, pages 56-65, 77-80, 98-104.

INFORMATION SHEET #3.01

Types of Committees

I. *Executive Board*

The executive board is composed of officers, chairpersons of standing committees, ex-officio members, and elected directors. They usually administer the work of the organization between meetings. The president of the organization is typically the Chairman of the Executive Board. The powers of the Executive Board are stated in the constitution and bylaws. All actions by the board that are granted by the bylaws may be overruled by the membership. The board has no more power than an individual member.

II. *Permanent or Standing Committees*

These committees are either appointed by the president, or required by the bylaws. They are usually made up of experienced members. An example might be a social committee in a DECA Chapter. The requirements for appointments, term of office, etc., are stated in the bylaws.

III. *Special Committees*

These committees are formed only once for a single event. Once the event is over, the committee is dissolved. These committees may be appointed by the president, or if the bylaws permit, by the Executive Board. The duties of the committee are provided by the presiding officer.

Phil Knox, *Parliamentary Procedure*, pp. 51-52.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #3.02

Officers and Their Duties

Duties of the President:

1. Stand when conducting meetings.
2. Use the gavel when needed.
3. Limit debate on the part of individuals.
4. Have a formal motion carried by a 2/3 vote if members wish to suspend the regular order of business.
5. Know parliamentary procedure.
6. Be familiar with the constitution and bylaws of the club.
7. Learn the duties and responsibilities of each officer.
8. Assist in the preparation of club program work.
9. Choose committee chairpersons who will carry the responsibility of their tasks.
10. Turn the meeting over to the vice-president if president wishes to make a motion or enter debate and then make a motion from the floor.
11. Follow this sequence when presiding at meetings:
    a. Call to order
    b. Reading of minutes
    c. Reports of officers
    d. Reports of committees
    e. Unfinished business
    f. New business
    g. Program
    h. Adjournment
12. Represent local chapter at school events.
13. Represent local chapter before out-of-school organizations.

Duties of the Vice-President:

1. Keep minutes of all meetings.
2. Conduct club meetings when president is absent.
3. Know procedure of meeting when called upon.

Duties of the Secretary:

1. Keep minutes of all meetings.
2. Record what is DONE, not what is SAID.
3. Record exact wording of motions and have presiding officer repeat motions if necessary.
4. Indicate whether motion carried or lost and who made the motion.
5. Minutes should show names of members who have been appointed to committees with the names of chairpersons.
6. Have a permanent notebook in which minutes are recorded with corrections in margins if needed plus the signature of the presiding officer beside any correction made.
7. Keep attendance records.
8. Be prepared to conduct meeting when president and vice-president are absent.
9. Keep a list of committees and when committee reports are due.
10. Have copies of local, area, state and national programs of work.
11. Have copies of local, area, state and national constitutions and bylaws.

Duties of the Treasurer:

1. Have a permanent book with records in ink.
2. Record all cash receipts or payments by recording person's name, amount and date receipt or payment was made.
3. Keep records up-to-date and accurate.
4. Assist in preparing annual club budget.
5. Keep accurate membership roll.
6. Prepare routine financial reports and special reports.

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Duties of the Parliamentarian:

1. Call attention to any serious error in procedure to the presiding officer.
2. Bring to meetings: *Roberts' Rules of Order*, a copy of the constitution and bylaws on the local, state and national levels.
3. Do not have authority to enforce own ideas or rulings.

Duties of the Historian:

1. Collect all news stories.
2. Maintain a scrapbook.
3. Give at least one report each year summarizing activities and accomplishments of the club.
4. Keep club history up-to-date.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #3.03

Principles of Parliamentary Law

1. *Parliamentary procedure maintains decorum.* For organizations to realize their goals and objectives, they must transact their business in an expedient and orderly fashion. Parliamentary procedure provides for this in two ways. First, only one motion is discussed at a time. Secondly, motions have rank and an order of precedence.

2. *Parliamentary procedure establishes equal rights and privileges* for all members of the organization. All the members can vote, nominate, discuss, etc. In addition, all the members are obligated to share responsibilities.

3. *Parliamentary procedure ascertains the rule of majority.* In an organization utilizing parliamentary procedure, all members have the right to voice their opinions on the matter being considered. Each member has an obligation to accept the majority decision of the organization.

4. *Parliamentary procedure protects the rights of the minority.* All the members have the equal opportunity to speak, oppose and present ideas before the assembly. The minority is afforded the same respect as the majority.

5. *Parliamentary procedure gives each member a full understanding of matters being considered by the group.* It is the presiding officer's responsibility to explain clearly all the matters.

6. *Parliamentary procedure provides justice and courtesy to all.* All members have the responsibility to be courteous and polite to all of the other members. Lack of this courtesy and order destroys the basis for parliamentary procedure.

Phil Knox, *Parliamentary Procedure*, pp. 3-4.

COMMITTEE RESPONSIBILITIES

1) MEMBERS APPOINTED, ELECTED, OR VOLUNTEERING FOR COMMITTEES ARE OBLIGATED TO SERVE AND ATTEND ALL COMMITTEE MEETINGS, IF FEASIBLE.
2) IF MEMBERS OF A COMMITTEE KNOW THAT THEY CANNOT ATTEND A MEETING, THEY SHOULD NOTIFY AN OFFICER OR THE CHAIR OF THE COMMITTEE OF THEIR INTENDED ABSENCE.
3) MAJORITY RULES IN COMMITTEE MEETINGS AND EACH MEMBER IS OBLIGATED TO ACCEPT THE DECISION OF THE COMMITTEE.
4) A COMMITTEE SHOULD REPORT TO THE GENERAL MEMBERSHIP, FACTUALLY, ANY INFORMATION NECESSARY IN FULFILLING THEIR ASSIGNED TASKS.
5) COMMITTEE MEMBERS ARE ACTUALLY THE 'WORKING HORSES' OF AN ASSEMBLY; THEREFORE, THE COMMITTEE MEMBERS' RESPONSIBILITIES OF EFFICIENCY, TREATMENT, AND COMPLETION OF TASK ARE OF GREAT SIGNIFICANCE TO THE GENERAL MEMBERSHIP.

BE RESPONSIBLE

Phil Knox, *Parliamentary Procedure*, p. 54.

PARLIAMENTARY PROCEDURE

LESSON PLAN #4

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.08 Explain a main motion.
2.09 Explain the procedure for seconding a motion.
2.10 Name the types of votes required for passage of a motion.
2.11 Recognize whether a motion is debatable or nondebatable.

Resources:

1. Information Sheet 4.01 - The Main Motion, Second, and Voting
2. Information Sheet 4.02 - Main Motions
3. Information Sheet 4.03 - Summary of Main Motions
4. Information Sheet 4.04 - What Main Motions are Debatable?
5. Assignment Sheet 4.01 - Making a Main Motion

Teacher Activities:

1. Hand out and discuss Information Sheets 4.01 - The Main Motion, Second, and Voting, 4.02 - Main Motions, 4.03 - Summary of Main Motions and 4.04 - What Main Motions are Debatable?

2. Assign Assignment Sheet 4.01 - Making a Main Motion.

Student Activities:

1. Read and then discuss Information Sheets 4.01 - The Main Motion, Second, and Voting, 4.02 - Main Motions, 4.03 - Summary of Main Motions and 4.04 - What Main Motions are Debatable?
2. Read and complete Assignment Sheet 4.01 - Making a Main Motion.

Optional Activities and Resources:

1. Read *Roberts' Rules of Order*, (Pyramid Books, 1967), pp. 31, 66-67 and 81.
2. Assume that the vote on a motion is a tie. What should be the chair's position on such a vote? Is it fair to expect the chair to cast the deciding vote on a controversial issue? Explain your answers.
3. Tape: *Motions Used In Parliamentary Procedure*, ESP, 2704.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #4.01

The Main Motion, Second, and Voting

Main Motion

The purpose of the main motion is to introduce new business to the group. There can only be one main motion at a time under consideration.

A Second to a Motion

The reason for the second is to avoid wasting time considering matters only one member may favor. A motion should be seconded promptly. The presiding officer need not recognize you to second a motion.

Voting on a Main Motion

After the discussion of a motion is completed, the presiding officer may call for a voice vote. Those in favor of the motion say "Aye," and those opposed say "Nay." If the voice vote is too close to tell the majority, the chair may ask that the members raise their hands to vote.

Kenneth L. Russell, *The How in Parliamentary Procedure*, pp. 10-11.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #4.02

Main Motions

The purpose is to bring a matter before the group for discussion.

EXAMPLE:

Member: Member rises and then addresses the chair: "Mr. (or Madam) Chairman?"

Chair: Chair calls the member's name.

Member: "I move that the local Central DECA Chapter sell candy bars for our fund-raising project."

Member 2: "I second the motion."

Chair: "It has been moved and seconded that . . . Is there any discussion?" After the discussion is over, the chair asks, "Are you ready for the question?"

Chair: "It has been moved and seconded that . . . All in favor say "AYE." All opposed say "NAY." The chair then announces the result.

Phil Knox, *Parliamentary Procedures*, p. 27.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #4.03

Summary of Main Motions

1. Members make motions by securing the floor and then being recognized by the chair.
2. Must be seconded.
3. Can be debated.
4. Can be amended.
5. Require majority vote to pass.
6. Have lowest precedence.
7. Do not apply to other motions.
8. Subsidiary objection and withdrawal can be applied to it.

Phil Knox, *Parliamentary Procedure*, p. 28.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #4.04

What Main Motions Are Debatable?

Motion	Debatable
1. General Main Motions	yes
2. Specific Main Motions	
a. Take from the table	no
b. To reconsider	yes
c. To reconsider and have entered on minutes	yes
d. To rescind	yes
e. To expunge	yes
f. To adopt a resolution	yes
g. To adjourn	no
h. To create orders of the day	limited
i. To amend	yes

Mr. Chairman, The ASWSU Activities Center, pp. 12-13.

PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #4.01

Making a Main Motion

DIRECTIONS: Write out a main motion that you might propose to your local chapter, using the terms and language that are acceptable.

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PARLIAMENTARY PROCEDURE

LESSON PLAN #5

Time for Lesson: 55 minutes

Objective: After completion of this lesson, students should be able to:

2.12 Define and write a resolution.

Resources:

1. Information Sheet 5.01 - What is a Resolution?
2. Assignment Sheet 5.01 - Resolutions
3. Transparency Master 5.01 - Main Motion

Teacher Activities:

1. Distribute Information Sheet 5.01 - What is a Resolution?

2. Discuss how a motion is put in the form of a resolution.

3. Discuss Transparency Master 5.01 - Main Motion.

4. Ask for any questions.

5. Give assignment: Distribute Assignment Sheet 5.01 - Resolutions and have students complete it.

Student Activities:

1. Read Information Sheet 5.01 - What is a Resolution?
2. Participate in class discussions and ask questions on unclear points.
3. Complete Assignment Sheet 5.01 - Resolutions by end of class and/or bring it to class next time.

Assignment: Complete Assignment Sheet 5.01 - Resolutions and have it ready by the next class meeting.

Optional Activities and Resources:

1. Read *Roberts' Rules of Order Newly Revised*, pp. 460-461, 528-535.
2. Read Information Sheet 1.03 - Definition of Terms. See: Resolution.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #5.01

What Is a Resolution?

Making a Motion. A member must be recognized by the chair in order to make a motion. Then the member states the motion, if it is in line with the business represented by the motion. If the motion is complex or very important, the member may wish to present it as a resolution. She or he may say, "I move the adoption of the following resolution: 'Resolved, that . . .'" or, "I offer the following resolution: 'Resolved, that . . .'" The resolution should be prepared before the meeting, and ideally put in writing. After reading the resolution to the group, the mover should pass it to the chair. If possible, the mover should try to give the resolution to the secretary or presiding officer before the meeting. Then the chair will read the resolution.

It is advisable that the person submitting a written motion or resolution should consult with other people to perfect the motion.

An example of the beginning of a resolution is: "Resolved, that the Central High School DECA Chapter sponsor a walk-a-thon for Easter Seals . . ."

Sarah Corbin Roberts, *Roberts' Rules of Order, Newly Revised,* pp. 87-88.

PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #5.01

Resolutions

DIRECTIONS: Write four (4) resolutions using your local organization's name in the resolution.

1.

2.

3.

4.

TM 5.01

MAIN MOTION

MEMBER: THE MEMBER RISES, AWAITS RECOGNITION, AND THEN ADDRESSES THE CHAIR AS "MR. (OR MADAM) CHAIRMAN?"

CHAIR: "THE CHAIR RECOGNIZES JOHN (IF NAME IS KNOWN)."

MEMBER: "MR. (OR MADAM) CHAIRMAN, I MOVE THAT THE LOCAL TIFFANY DECA ORGANIZATION PARTICIPATE IN THE JERRY LEWIS LEUKEMIA TELETHON ON NOVEMBER 5TH, 1976 HELD AT WLWC TELEVISION STUDIO."

MEMBER 2: "I SECOND THE MOTION."

CHAIR: "IT HAS BEEN MOVED AND SECONDED THAT . . . (RESTATES THE MOTION OR RESOLUTION). IS THERE ANY DISCUSSION?" AFTER DISCUSSION SEEMS TO BE EXHAUSTED, THE CHAIR ASKS, "ARE YOU READY FOR THE QUESTION?"

MEMBERS: "QUESTION, QUESTION."

CHAIR: (SEES NO HANDS FOR DISCUSSION.) "WE WILL NOW TAKE A VOTE." (THE CHAIR AGAIN REPEATS THE MOTION.) "IT HAS BEEN MOVED AND SECONDED THAT . . . ALL THOSE IN FAVOR OF THE MOTION SAY 'AYE.' ALL THOSE OPPOSED SAY 'NAY.'" THE CHAIR THEN ANNOUNCES THE RESULTS. "THE MOTION CARRIED," OR "THE MOTION LOST."

PARLIAMENTARY PROCEDURE

LESSON PLAN #6

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.13 Explain the purpose of subsidiary motions.
2.14 Describe the types of subsidiary motions.

Resources:

1. Information Sheet 6.01 - Subsidiary Motions
2. Information Sheet 6.02 - Summary of Motions
3. Transparency Master 6.01 - Picture Introduction - Subsidiary Motions
4. Transparency Master 6.02 - Postpone Indefinitely
5. Transparency Master 6.03 - Amendments - By Striking Out
6. Transparency Master 6.04 - Amendments - By Insertion
7. Transparency Master 6.05 - Amendments - Substitution
8. Transparency Master 6.06 - Amend the Amendment
9. Transparency Master 6.07 - Refer to a Committee
10. Transparency Master 6.08 - Postpone Definitely
11. Transparency Master 6.09 - Limit or Extend Debate
12. Transparency Master 6.10 - Previous Question
13. Transparency Master 6.11 - Lay on the Table

Teacher Activities:

1. Distribute Information Sheet 6.01 - Subsidiary Motions and Information Sheet 6.02 - Summary of Motions.

2. Explain the purpose of subsidiary motions.

3. Refer to Information Sheet 6.02 (already distributed). Discuss chart of subsidiary motions.

4. Have students practice aloud the motions on the transparencies.

Student Activities:

1. Read Information Sheet 6.01 - Subsidiary Motions.
2. Refer to Information Sheet 6.02 - Summary of Motions.
3. Read aloud or role-play with dialogue on Transparency Masters.

Assignment: None.

Optional Activities and Resources:

1. Read *Roberts' Rules of Order Newly Revised*, pp. 52-56 and pp. 105-185.
2. a. A motion has been made in which there is spirited debate. While some time has been taken, you, as the president, do not feel that all sides have been heard. A member rises and moves to stop discussion and calls for a vote. What action would you follow? Explain your answer.
   b. With other classmates, role play a situation in which you "move the previous question" that was the motion to sponsor a trade fair in the city. Write out motions in which you (1) move to table the motion, (2) move to postpone it indefinitely, (3) move to postpone it to a specific date (at some future time).[1]

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[1] Russell, *The How To in Parliamentary Procedure*, Student Assignment Manual, p. 13.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #6.01

Subsidiary Motions

Subsidiary motions are used for the purpose of altering, changing, modifying, delaying, considering, and disposing of main motions. Subsidiary motions are usually applied to main motions and take precedence over the main motions. Subsidiary motions must be acted upon before the main motions can be disposed of.

Examples of the most common subsidiary motions are:

1. Postpone Indefinitely
2. Amend the Main Motion
3. Commit or Refer to a Committee
4. Postpone Definitely
5. Limit or Extend Debate
6. Move the Previous Question
7. Lay on the Table

Subsidiary Motions in some way alter or change the nature of the main motions.

1. *Postpone Indefinitely* - This tests the strength of the main motion. The motion which was postponed indefinitely may come up at a later meeting but only as a new main motion.

   EXAMPLE

   Member: "Mr. (or Madam) Chairman, I move to postpone the main motion indefinitely."

2. *Amend the Main Motion* - Amending a motion alters or changes a main motion. To amend a motion, words may be struck out, inserted, added to, or substituted.

a. *Amendment by Striking Out*

EXAMPLE

Member: "I move to amend the motion by striking out the words 'Brown and Johnson Factory Store.'"

Chair: (After seconded) "It has been moved and seconded to amend the motion by striking out the words 'Brown and Johnson Factory Store.' Is there discussion on the amendment?" After discussion, a vote must be taken on the amendment before the main motion can be discussed and disposed of. If the amendment carries, the main motion would then exclude the words "Brown and Johnson Factory Store."

b. *Amendment by Internal Addition* (at the end)

EXAMPLE

Member: "Madam (or Mr.) Chairman, I move to amend the main motion by adding the words 'refreshments will be served.'"

Chair: (After seconded) "It has been moved and seconded to amend the main motion by adding the words 'refreshments will be served.' Is there any discussion on the amendment?" ""Seeing none, all those in favor say 'yes.'" Those opposed, say, 'no.'" The amendment is carried. "Is there discussion on the main motion?"

c. *Striking Out and Inserting* (substitution)

EXAMPLE

Member: "Mr. (or Madam) Chairman, I move to amend the main motion by striking out the words 'chili supper,' and inserting the words 'spaghetti supper.'"

Chair: (After amendment is seconded) "It has been moved and seconded to amend the motion by striking out the words 'chili supper' and inserting the words 'spaghetti supper.' Is there any discussion?" (Same procedure would follow as described earlier.)

d. *Amend the Amendments* - To amend the amendments, use the same procedure as for an amendment to the main motion. However, an amendment to the amendment can pertain only to the original amendment and cannot refer to any part of the original motion. Only one amendment can be made to each amendment.

EXAMPLE

Member: "Madam (or Mr.) Chairman, I move to amend the amendment by striking out the words 'refreshments will be served' and inserting the words 'coffee and pastry will be served.'"

3. *Refer to a Committee* - Usually, the motion to refer is made to move a motion on the floor to a committeee selected to investigate, and recommend what further action should be taken. Purposes of referral include acquiring further information, saving time on a confusing motion, and delaying a decision until a better time. The motion to refer must be seconded, is debatable and amendable, and requires a majority vote for passage.

EXAMPLE

Member: "Mr. (or Madam) Chairman, after hearing much discussion on this motion, I realize that our local DECA Chapter needs more information to vote intelligently on the matter. Therefore, I move to refer this motion to a committee of four members, to be selected by the Chair, to investigate and report back on the matter at our next meeting."

4. *Postpone Definitely* - To postpone definitely is to fix a definite time in the future for further consideration of the main motion before the assembly. It is often used when another subject of more importance needs to be discussed.

EXAMPLE

Member: "Mr. (or Madam) Chairman, I move to postpone definitely the main motion until the next meeting, December 3. (or until later in the meeting)."

5. *Limit or Extend Debate* - To define or determine the number and time of speeches is the main purpose of this motion. Some organizations may limit the number of speakers who may participate or limit each speaker to a certain amount of time allotted to discussion. The motion to limit or extend debate is proposed to alter or modify limitations already existing.

EXAMPLE

Member: "Madam (or Mr.) Chairman, I move to limit the time of each speaker on this motion to four minutes for a matter of expediency." (or) Mr. or Madam Chairman, I move that the time of the nominating speeches be extended to ten minutes."

NOTE: A motion to limit or extend debate is only in effect during the meeting at which it was adopted or on the motion to which it applied.

6. *Move the Previous Question* (Vote Immediately) - The only purpose of this motion is to close debate on a motion or amendment. The assembly must vote immediately on one or all the pending motions. Further debate is eliminated and subsidiary motions are prevented from being proposed. To move the previous question requires a second, is not debatable or amendable, and requires a two-thirds vote for passage.

EXAMPLE

Member: "Mr. (or Madam) Chairman, I move the previous question." (or) "Mr. or Madam Chairman, I move to vote immediately on all pending motions."

NOTE: A vote on the main motion must be immediately taken, if the previous question carries. Failure of the previous question leaves the main motion open for debate.

7. *Lay on the Table* - To table is to dispose of questions which might need long debate, in order to handle more pressing business. Consideration of the motion is temporarily postponed. No future time is stated for consideration. The postponed motion may be taken up again for consideration at any time during the current meeting or the next meeting by a motion to resume its consideration ("Take from the table").

EXAMPLE

Member: "Madam (or Mr.) Chairman, I move that the motion be laid on the table."

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #6.02

Summary of Motions

Kind of Motion	Interrupt Speaker	Second Required	Debatable	Amendable	Vote Required	Purpose
PRIVILEGED MOTIONS						
Fix time to adjourn	No	Yes	No	Yes	Majority	Sets definite continuation time
To adjourn (Unqual.)	No	Yes	No	No	Majority	To end meeting
To take a recess	No	Yes	No	Yes	Majority	To briefly interrupt meeting
Question of privilege	Yes	No	No	No	Chair Rules	To obtain urgent action immediately
Call for orders of day	Yes	No	No	No	None	To secure adherence to business
SUBSIDIARY MOTIONS						
Lay on the table	No	Yes	No	No	2/3 Majority	To temporarily set aside an item of business
Previous question	No	Yes	No	No	2/3 Majority	To close debate immediately
Limit or extend debate	No	Yes	No	Yes	2/3 Majority	To provide more or less time for debate
Postpone definitely	No	Yes	Limited	Yes	Majority	To delay action

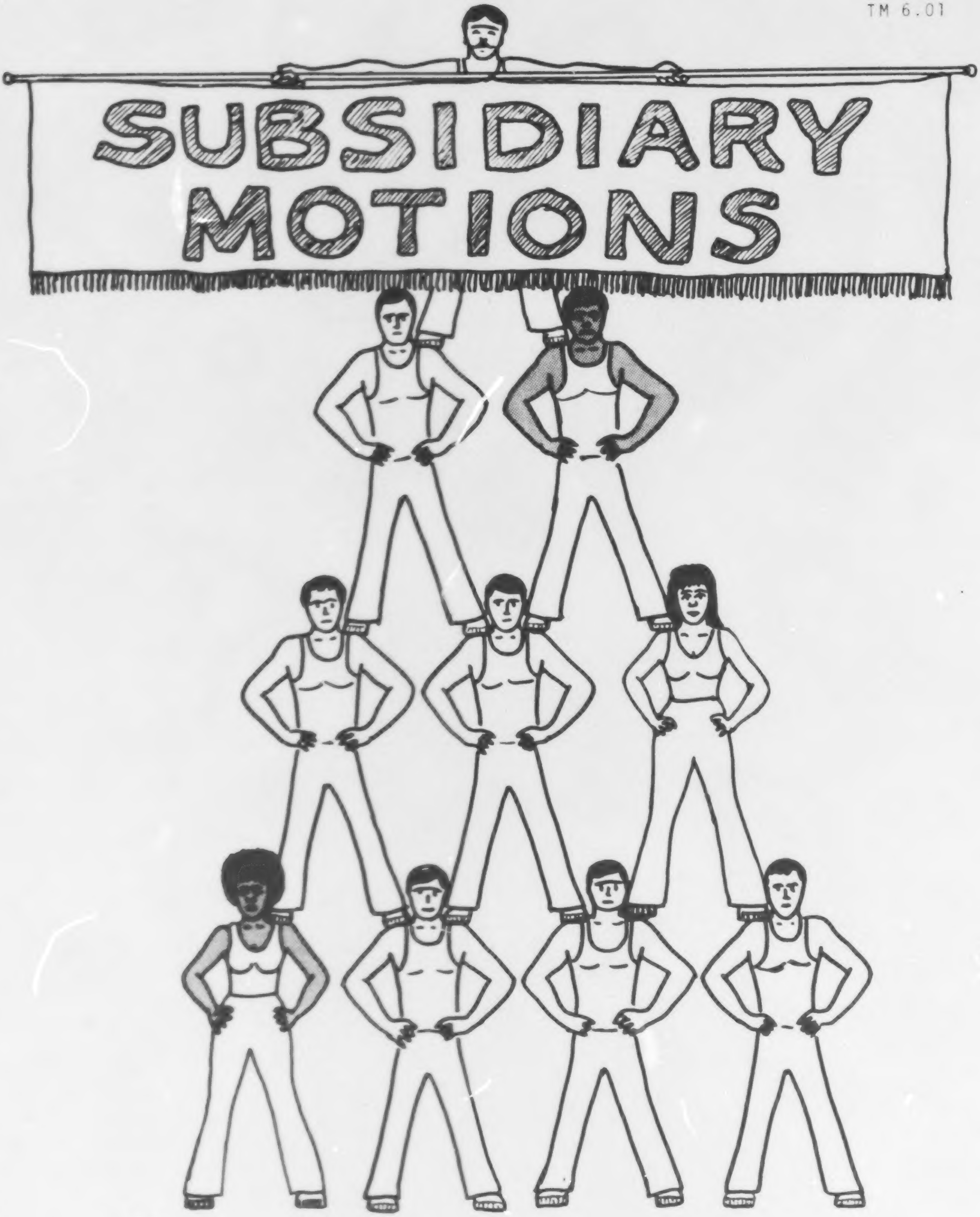
Kind of Motion	Interrupt Speaker	Second Required	Debatable	Amend-able	Vote Required	Purpose
Refer to committee	No	Yes	Limited	Yes	Majority	To place business in hands of a committee
Amend	No	Yes	Yes	Yes	Majority	To modify a motion
Postpone indefinitely	No	Yes	Yes	No	Majority	To keep motion from coming to a vote
MAIN MOTION						
General	No	Yes	Yes	Yes	Majority	To introduce new business
*BB						
Take from table	No	Yes	No	No	Majority	To continue consideration of question
Reconsider	Yes	Yes	Yes	No	Majority	To allow another vote on question
Rescind	No	Yes	Yes	Yes	2/3 Majority	To repeal previous action, unless previous notice is given
Main motion resolution	No	Yes	Yes	Yes	Majority	To declare facts, opinions or purpose as an assembly

*Questions that bring a question again before the assembly.

Kind of Motion	Interrupt Speaker	Second Required	Debatable	Amend-able	Vote Required	Purpose
Adjourn (qualified)	No	Yes	Yes	Yes	Majority	To end meeting
Create orders of day (special)	No	Yes	Yes	Yes	Gen: Maj. Spec: 2/3	To set future time to discuss a special matter
Amend (Constitution, etc.)	No	Yes	Yes	Yes	2/3 Majority	To modify or alter
INCIDENTAL MOTIONS						
Suspend rules	No	Yes	No	No	2/3 Majority	To permit action not possible under rules
Withdraw motion	No	No	No	No	Majority	To withdraw motion before voted on
Read papers	No	No	No	No	Majority	
Object to consideration	Yes	No	No	No	2/3 Majority	To prevent wasting time on unimportant business
Point of order	Yes	No	No	No	Chair rules or Majority	To enforce rules of organization
Parliamentary inquiry	Yes	No	No	No	None	To ascertain correct parliamentary procedure
Appeal from decision of chair	No	Yes	Limited	No	Majority	To insure majority of assembly supports ruling of chairman
Division of house	Yes	No	No	No	Majority	To secure a count

Kind of Motion	Interrupt Speaker	Second Required	Debatable	Amend-able	Vote Required	Purpose
Division of question	No	Yes	No	Yes	Majority	To secure more careful considera-tion of parts
Close nominations	No	Yes	No	No	2/3 Majority	To end

TM 6.01


SUBSIDIARY
MOTIONS

(motions in order of precedence from least to most)

POSTPONE INDEFINITELY

MEMBER: "Mr. (or Madam) Chairman, I move to postpone the main motion indefinitely."

MEMBER: "I second the motion."

CHAIRMAN: (Calls for discussion and then calls for the vote.)

TM 6.03

AMENDMENTS

BY STRIKING OUT

MEMBER: "I MOVE TO AMEND THE MOTION BY STRIKING OUT THE WORDS WLWC TELEVISION STUDIO."

CHAIR: (AFTER SECONDED) "IT HAS BEEN MOVED AND SECONDED TO AMEND THE MOTION BY STRIKING OUT THE WORDS 'WLWC TELEVISION STUDIO.' IS THERE ANY DISCUSSION ON THE AMENDMENT?" AFTER DISCUSSION, A VOTE MUST BE TAKEN ON THE AMENDMENT BEFORE THE MAIN MOTION CAN BE DISCUSSED AND DISPOSED OF.

AMENDMENTS

By Insertion

MEMBER: "Madam (or Mr.) Chairman, I move to amend the main motion by adding the words 'from 3 p.m. until 12 p.m.'"

CHAIR: (After seconded) "It has been moved and seconded to amend the main motion by inserting the words 'from 3 p.m. until 12 p.m.' Is there any discussion on the amendment? Seeing none, all those in favor say 'aye.' Those opposed say 'nay.' The amendment is carried. Is there discussion on the main motion?"

TM 6.05

AMENDMENTS

Striking Out and Inserting: (Substitution)

MEMBER: "Mr. (or Madam) Chairman, I move to amend the main motion by striking out the words 'WLWC Television Studios,' and inserting the words 'WTVN Television Studios.'"

CHAIR: (After amendment is seconded) "It has been moved and seconded to amend the motion by striking out the words 'WLWC Television Studios' and inserting the words "WTVN Television Studios.' Is there any discussion?"

AMEND THE AMENDMENT

MEMBER: "MADAM (OR MR.) CHAIRMAN, I MOVE TO AMEND THE AMENDMENT BY STRIKING OUT THE WORDS '3 P.M. UNTIL 12 P.M.' AND INSERTING THE WORDS '5 P.M. UNTIL 11 P.M.'"

CHAIR: (AFTER AMENDMENT IS SECONDED) "IT HAS BEEN MOVED AND SECONDED TO AMEND THE AMENDMENT BY STRIKING OUT THE WORDS '3 P.M. UNTIL 12 P.M.' AND INSERTING THE WORDS '5 P.M. UNTIL 11 P.M.'"

"IS THERE ANY DISCUSSION?"

"ALL THOSE IN FAVOR OF THE AMENDMENT TO THE AMENDMENT SAY 'AYE.' ALL THOSE OPPOSED SAY 'NO.'"

REFER TO A COMMITTEE

MEMBER: "MADAM (OR MR.) CHAIRMAN, AFTER HEARING MUCH DISCUSSION ON THIS MOTION, I REALIZE THAT OUR LOCAL DECA ORGANIZATION NEEDS MORE INFORMATION TO VOTE INTELLIGENTLY ON THE MATTER. THEREFORE, I MOVE TO REFER THIS MOTION TO A COMMITTEE OF THREE MEMBERS, SELECTED BY THE CHAIR, TO INVESTIGATE AND REPORT BACK ON THE MATTER AT OUR NEXT REGULAR MEETING."

CHAIR: (AFTER SECONDED) "IS THERE ANY DISCUSSION? IF NONE, ALL IN FAVOR SAY 'AYE.' ALL OPPOSED, SAY 'NO.'"

TM 6.08

POSTPONE INDEFINITELY

MEMBER: "MR. (OR MADAM) CHAIRMAN, I MOVE TO POSTPONE DEFINITELY THE MAIN MOTION UNTIL THE NEXT MEETING (OR UNTIL LATER IN THE MEETING) SO THAT WE MAY CONSIDER OTHER MATTERS AT THIS TIME."

CHAIR: (AFTER SECONDED) "IS THERE ANY DISCUSSION? IF NOT, ALL THOSE IN FAVOR SAY 'AYE.' ALL THOSE OPPOSED SAY 'NO.'"

LIMIT OR EXTEND DEBATE

MEMBER: "MADAM (OR MR.) CHAIRMAN, I MOVE TO LIMIT THE TIME OF EACH SPEAKER ON THIS MOTION TO THREE MINUTES FOR A MATTER OF EXPEDIENCY." (OR) "MADAM (OR MR.) CHAIRMAN, I MOVE THAT THE TIME OF THE GUEST SPEAKER BE EXTENDED TO THIRTY MINUTES."

CHAIR: (AFTER SECONDED) "THERE WILL BE NO DISCUSSION AND A 2/3 VOTE IS NECESSARY TO PASS. ALL IN FAVOR SAY 'AYE.' ALL OPPOSED SAY 'NO.'"

TM 6.10

PREVIOUS QUESTION

MEMBER: "Mr. (or Madam) Chairman, I move the previous question." (or) "Mr. (or Madam) Chairman, I move to vote immediately on the motion." (or) "Mr. (or Madam) Chairman, I move to vote immediately on all pending motions."

CHAIR: (After seconded) "There can be no discussion and a 2/3 vote is necessary. All in favor say 'aye.' All opposed say 'no.' The motion carried."

"All in favor of the previous motion say 'aye.' All opposed, say 'no.'"

LAY ON THE TABLE

MEMBER: "Madam (or Mr.) Chairman, I move that the motion be laid on the table." (or) "Madam (or Mr.) Chairman, I move that the main motion be postponed temporarily."

CHAIR: (After seconded) "All in favor say 'aye.' All opposed say 'no.'

The motion passed. The main motion will be tabled until later action is requested."

Phil Knox, *Parliamentary Procedure*. pp. 23, 29-33, 72.

PARLIAMENTARY PROCEDURE

LESSON PLAN #7

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.14 Describe the types of subsidiary motions (continued from Lesson Plan #6).
2.15 Demonstrate the procedure for carrying out a subsidiary motion.

Resources:

1. Information Sheet 6.01 - Subsidiary Motions
2. Information Sheet 6.02 - Summary of Motions
3. Assignment Sheet 7.01 - Subsidiary Motions

Teacher Activities:

1. Review material covered previous meeting.

2. Complete discussion of Information Sheets 6.01 - Subsidiary Motions and 6.02 - Summary of Motions.

3. Give assignment: Instruct students to complete Assignment Sheet 7.01 - Subsidiary Motions.

4. Assign Post-assessment--announce date. (See Lesson Plan #11.)

Student Activities:

1. Participate in discussion of Information Sheets 6.01 - Subsidiary Motions and 6.02 - Summary of Motions.
2. Complete Assignment Sheet 7.01 - Subsidiary Motions.
3. Begin studying for Post-assessment.

Assignment: Complete Assignment Sheet 7.01 - Subsidiary Motions.

Optional Activities and Resources:

1. Read Russell, *The How To in Parliamentary Procedure*, pp. 23-31.
2. Assume that you are the president of your local DECA chapter. A motion is made to consider that the chapter sponsor a "Student Manager Day" where each training station lets the student become manager for a day. As president, how would you recommend that this proposal be handled? Discuss in detail.

Optional Activities and Resources continued:

3. A proposal is made that the chapter express its appreciation to a local merchant for donating decorations and display props for a style show. As president, how would you dispose of the proposal or motion?

PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #7.01

Subsidiary Motions

DIRECTIONS: Answer the following questions.

1. What action should be taken if a motion requires deliberation and further study before voting?

2. What are the requirements to amend a motion?

3. How may a motion be referred to a committee by the chair?

4. What is the procedure for making an amendment to a main motion?

5. List three ways to amend a motion.

6. The proposal "I move the previous question" is to be used under what circumstances?

7. List three ways of delaying action on a motion.

8. When is tabling a motion advisable?

9. What procedure should be followed to debate and vote on the main motion?

10. When should a motion be postponed indefinitely?

11. What procedure should be followed to reconsider a postponed motion?

12. How long may a motion be delayed?

13. Under what circumstances is it advisable to delay action on a motion?

Russell, *The How To in Parliiamentary Procedure*, Student Assignment Manual, Assignments 10 and 12.

ASSIGNMENT SHEET #7.01 KEY

Subsidiary Motions

1. Items of business which cannot or should not be disposed of immediately by the group are frequently presented for consideration. A motion may need rewording or revision which will take too much time during the regular meeting. The best course of action may be to place the question in the hands of an appropriate standing committee or a special committee which may be appointed by the chair. If further study is recommended, a member rises and proposes that the motion be referred to an appropriate standing committee or to a special committee.

2. An amendment may be made by anyone who wishes to change or modify the original motion. An amendment must be related to the subject of the main motion. Amendments can be made to the second degree only. There can be no more than one amendment to an amendment. Since an amendment to an amendment is a confusing parliamentary procedure, it should be avoided if possible.

3. Usually it is best for the member to designate in the motion the method of appointment, the committee number, selection, and its powers. If the member fails to designate, the chair is obligated to empower a committee by common consent of the group, or ask the group the methods to be used. As a rule, the president appoints the committee immediately. If the president is not prepared to announce the names at once or before the meeting adjourns, he or she may by general consent or by vote do so after the meeting adjourns.

4. A member rises and addresses the chair, and is recognized by the chair. The member then moves to amend the motion by stating an amendment which must be in agreement with the main issue. The chair must hear a second to the amendment, then the chair must announce what the amendment is, opening it to discussion. After discussion, the chair secures a vote on the amendment only. If it passes, the main motion must be voted on as amended. If the amendment fails, the main motion must still be voted on as originally stated.

5. a. By striking out words
   b. By inserting or adding words
   c. By striking out and inserting words, or by substituting entire paragraphs

6. When members of the group continue to discuss a motion until it becomes tiresome, or after the issues have been presented, someone may move to close debate and vote. It must be clearly understood that the calling of "question" does not stop debate unless the group is ready to stop.

7. a. By a motion to table
   b. By a motion to postpone indefinitely
   c. By a motion to postpone to a certain time

8. The motion to table is used to lay aside an item of business temporarily in order to attend to more urgent business. It is not intended to kill a motion.

9. A member rises, receives recognition from the chair, and says, "I move to close debate and vote," or "I move to stop discussion and vote on the motion," or "I move the previous question." If the motion to close debate carries by two-thirds majority, the next business is to vote on the motion. If it does not carry, the original motion is still open for debate.

10. When the real reason for delaying action on a motion is to dispose of it without bringing it to a vote, the more desirable practice is to postpone the motion indefinitely.

11. A motion is not necessary to bring a postponed motion before the group again. A motion postponed from the last meeting is considered as unfinished business and automatically comes up for further consideration when the consideration of unfinished business is in order.

12. A motion may be delayed until the next business meeting but not beyond that meeting.

13. Occasionally it may be advisable to set certain business aside temporarily for more important business. At other times, members may wish to make investigation before voting or interested members may not be present.

PARLIAMENTARY PROCEDURE

LESSON PLAN #8

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.16 Define incidental motions.
2.17 List the types of incidental motions.

Resources:

1. Information Sheet 8.01 - Incidental Motions
2. Information Sheet 6.02 - Summary of Motions
3. Transparency Master 8.01 - Picture Introduction - Incidental Motions
4. Transparency Master 8.02 - Point of Order
5. Transparency Master 8.03 - Division of the House
6. Transparency Master 8.04 - Parliamentary Inquiry
7. Transparency Master 8.05 - Personal Inquiry
8. Transparency Master 8.06 - Appeal From the Decision of the Chair
9. Transparency Master 8.07 - Withdraw a Motion
10. Transparency Master 8.08 - Object to Consideration of a Motion

Teacher Activities:

1. Distribute Information Sheet 8.01 - Incidental Motions.

2. Explain the purpose of the incidental motions.

3. Refer to Information Sheet 6.02 - Summary of Motions (already distributed). Discuss chart of incidental motions.

4. Discuss Transparency Masters and have students practice aloud.

Student Activities:

1. Read Information Sheet 8.01 - Incidental Motions.
2. Refer to Information Sheet 6.02 - Summary of Motions.
3. Role play with dialogue in Transparency Masters.

Assignment: None

Optional Activities and Resources:

1. Read *Roberts' Rules of Order Newly Revised*, pp. 58-64, 212-251, 8-30 and 32-41 in charts and table section.
2. Make up sentences using at least six (6) incidental motions.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #8.01

Incidental Motions

Incidental Motions arise out of matters concerning business procedures or conduct, and therefore must be acted upon immediately. Incidental motions may be introduced at any time and they take precedence over any pending questions. They do not relate directly to the main motion but rather to matters happening in connection with the proceedings of the meetings.

No incidental motion is of greater importance than any other incidental motion. Examples are as follows:

1. Point of Order
2. Division of the House (Assembly)
3. Parliamentary Inquiry (Information)
4. Appeal the Decision of the Chair
5. Suspend the Rules
6. Withdraw a Motion
7. Object to the Consideration of a Motion
8. Close Nominations

Incidental Motions arise incidentally out of the business of the organization. They are motions concerning business of the assembly and need immediate action taken by the presiding officer or assembly. Their main purpose is to expediate action on principal motions or assist the assembly.

1. *Point of Order* - To rise to a point of order signifies there has been a breach of procedure or rules (parliamentary rules, bylaws, or the constitution). The chair must make a ruling on the question raised.

   EXAMPLE

   Member: (Does not need recognition) "Madam (or Mr.) Chairman, I rise to a point of order." (or) "Point of order!"

   Chair: "What is your point?" or "State your point."

Member: "The motion proposed is out of order because we are already discussing another main motion and only one motion may be discussed at a time."

Chair: "Your point is well taken. Therefore, the member's last motion is out of order."

NOTE: Rising to a point of order is actually a request for the presiding officer to make a ruling or decision on the point raised by the member.

2. *Division of the Assembly* - This motion is a request by a member to verify by a standing vote, an indecisive vote just taken by hand or voice. Each member has a right to check the presiding officer's decision on a vote by calling for a division of the assembly. This eliminates any doubt as to which side prevailed. The member does not need to be recognized but must call for the division before, or immediately after, the original vote is taken.

EXAMPLE

Member: (without recognition) "I call for a division of the assembly." (or) "Division of the assembly."

Chair: "There has been a division called for. Those in favor of the motion, (restates the motion again), please rise. Those opposed, please rise. The vote is 'Yes' 19, and 'No' 17. The motion is carried."

3. *Parliamentary Inquiry or Information Request* - This is a request for information from the presiding officer concerning parliamentary procedures in connection with a pending motion or the meaning and effect of a pending motion. It may also be a request to the speaker or the proposer of a motion for information about that motion. Each member has a right to ask the presiding officer for clarification and the right to seek information. Permission must be gained from the presiding officer and from the speaker concerning a motion, when rising to parliamentary inquiry. All parliamentary inquiries are addressed to the presiding officer and may be answered by him or her or by the parliamentarian. In addition, the presiding officer must permit any request of information of a speaker before it is asked of the speaker. The speaker has the right to deny the interruption and may or may not answer the question. However, the answer must be addressed to the presiding officer.

EXAMPLES

a. *Parliamentary Inquiry*

Member: (without being recognized) "I rise to parliamentary inquiry." (or) "Parliamentary inquiry."

Chair: "State your inquiry."

Member: "Does the motion to refer to committee need a second?"

Chair: "Yes, it does."

b. *Personal Inquiry*

Member: "I rise to personal inquiry."

Chair: "State your inquiry."

Member: "May I ask the speaker a question?"

Chair: "Is the speaker willing to answer?"

Speaker: "Yes," or "I will later," or "No, not at this time."

4. *Appeal from the Decision of the Chair* - Any member who believes that there has been an unfair ruling or mistake made by the presiding officer may appeal the chair's decision. The assembly decides by vote if the presiding officer's decision should be overruled or upheld (sustained). An appeal must be made immediately after the presiding officer's decision has been made. This appeal from the decision of the chair is out of order when another appeal is on the floor. The appeal requires a second, is debatable, and cannot be amended. To overrule the presiding officer's decision, there must be a majority vote in the negative.

EXAMPLE

Member: (without recognition and directly after the chair's decision) "I appeal from the decision of the chair."

Chair: "The decision of the chair has been appealed." The presiding officer must then state the reasons for his or her decision. The member also has a right to explain the appeal. After discussing, the chair states: "Those in favor of upholding (sustaining) the decision of the chair, say 'Aye.' Those opposed, say 'No.' The vote is 'Yes' 20 and 'No' 23. The decision of the chair is overruled."

NOTE: The vote taken is on sustaining or overruling the chair's decision, not the appeal.

5. *Withdraw a Motion* - A member who proposed a motion may request to remove it from consideration by the assembly by withdrawing the motion. The reasons for withdrawal are to allow more urgent business to come before the assembly or to propose a better motion to the assembly. The proposer may withdraw the motion only if no objections are raised by the members. It is sometimes believed that the seconder must withdraw the second, but the seconder's consent to withdraw a motion is not necessary. With permission of the assembly, withdrawal of a motion may be made up to the moment of voting. Any amendments or motions applying to the motion would also be withdrawn. The request to withdraw requires no second, is not debatable, is not amendable, and requires no vote, unless there is an objection to withdrawing. Then, the assembly may vote.

   EXAMPLE (A)

   Member: (Before a motion is stated by the presiding officer) "I withdraw my motion because of its form."

   Chair: "The motion is withdrawn."

   EXAMPLE (B)

   Member: (After a motion has been seconded and restated by the presiding officer.) "I wish to withdraw my motion."

   Chair: "The speaker wishes to withdraw her (or his) motion. Is there any objection to withdrawal? Hearing none, the motion is withdrawn.

6. *Object to the Consideration of a Motion* - Objection is used to avoid consideration of a motion that the assembly feels is embarrassing, unnecessary, irrelevant, or unworthy. It applies only to the main motion. Objecting to consideration of a motion must be made before debate has begun and has the floor. Objection does not require a second, cannot be debated or amended, and requires a two-thirds vote against (negative vote) the motion's consideration. A vote must be taken immediately after objection is made.

   EXAMPLE

   Member: (without recognition) "Mr. (or Madam) Chairman, I object to the consideration of this motion."

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Chair: "Objection has been made to consideration of this motion. All in favor of considering the question, please rise. Opposed, please rise. The vote is 'Yes' 10 (no objection) and 'No' 40 (objection). Since two-thirds of the members object to the motion, the question will not be considered."

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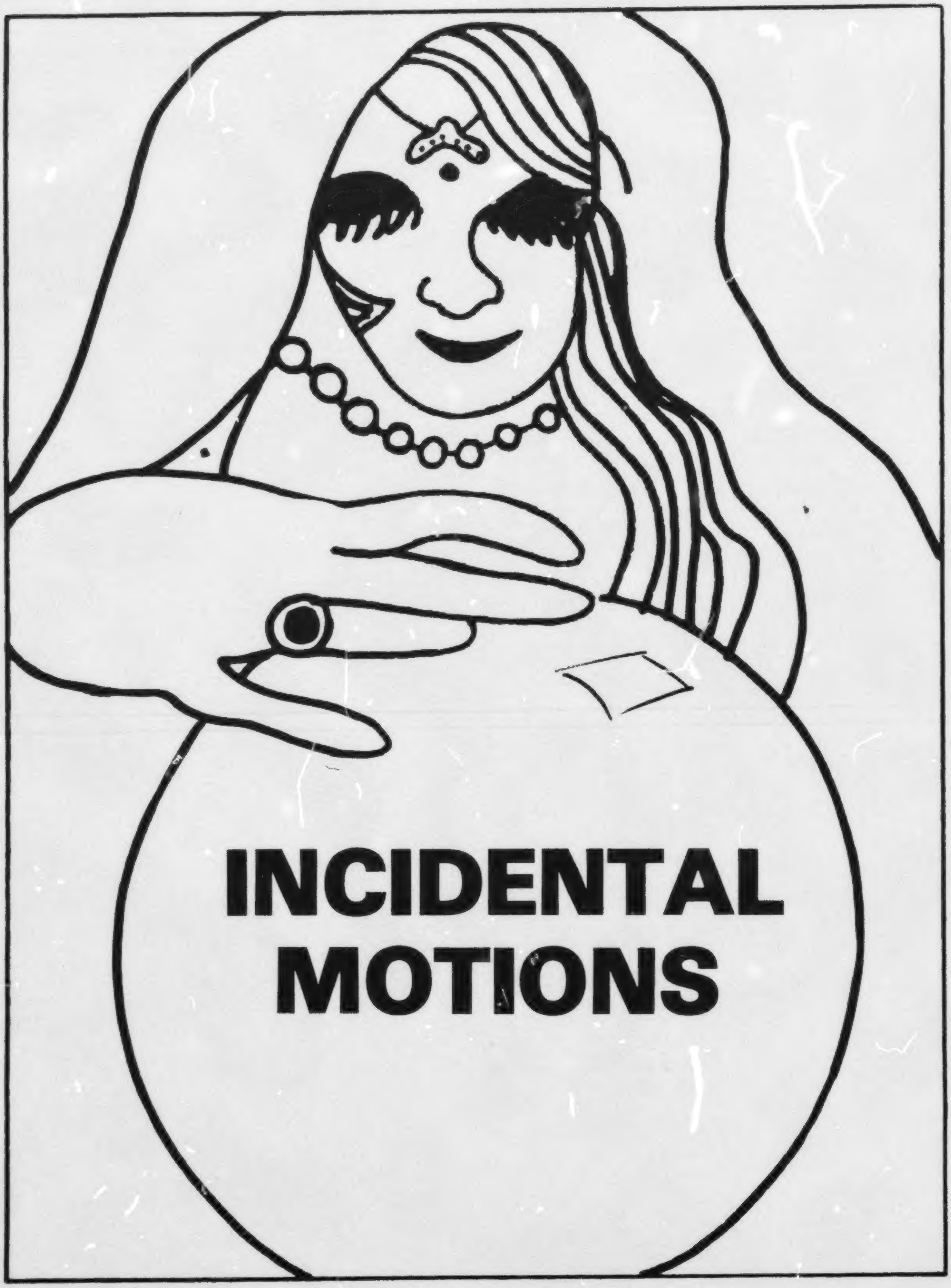
TM 8.01



INCIDENTAL MOTIONS

POINT OF ORDER

MEMBER: (Does not need recognition) "Mr. (or Madam) Chairman, I rise to a point of order." (or) "Point of Order!"

CHAIR: "What is your point?" (or) "State your point."

MEMBER: "The motion proposed is out of order because we are already discussing another main motion and only one motion may be discussed at a time."

CHAIR: "Your point is well taken. Therefore, the member's last motion is out of order."

DIVISION OF THE HOUSE

MEMBER: (Without recognition) "I call for a division of the house. (or) "Division of the House!"

CHAIR: "There has been a division called for. Those in favor of the motion, (restates the motion again), please rise. The vote is 'Yes' 21, and 'No,' 24. The motion is lost."

Phil Knox, *Parliamentary Procedure*, pp. 24, 34-39, 72.

PARLIAMENTARY INQUIRY

MEMBER: (WITHOUT BEING RECOGNIZED) "I RISE TO PARLIAMENTARY INQUIRY." (OR) "PARLIAMENTARY INQUIRY."

CHAIR: "STATE YOUR INQUIRY."

MEMBER: "DOES THE MOTION TO RECESS NEED A SECOND?"

CHAIR: "YES, IT DOES."

TM 8.05

PERSONAL INQUIRY

MEMBER: "I RISE TO PERSONAL INQUIRY."

CHAIR: "STATE YOUR INQUIRY."

MEMBER: "MAY I ASK THE SPEAKER A QUESTION?"

CHAIR: "IS THE SPEAKER WILLING TO ANSWER?"

SPEAKER: "YES" OR "I WILL LATER" OR "NO, NOT AT THIS TIME."

APPEAL FROM THE DECISION OF THE CHAIR

MEMBER: (WITHOUT RECOGNITION AND DIRECTLY AFTER THE CHAIR'S DECISION) "I APPEAL FROM THE DECISION OF THE CHAIR."

CHAIR: "THE DECISION OF THE CHAIR HAS BEEN APPEALED." THE PRESIDING OFFICER MUST THEN STATE THE REASONS FOR HIS OR HER DECISION. THE MEMBER ALSO HAS A RIGHT TO EXPLAIN THE APPEAL. AFTER DISCUSSING, THE CHAIR STATES: "THOSE IN FAVOR OF SUSTAINING (UPHOLDING) THE DECISION OF THE CHAIR, SAY AYE. THOSE OPPOSED, SAY NO. THE DECISION OF THE CHAIR IS SUSTAINED (OR OVERRULED)."

Phil Knox, *Parliamentary Procedure*, pp. 24, 34-39, 86-89.

WITHDRAW A MOTION

MEMBER: (BEFORE A MOTION IS STATED BY THE PRESIDING OFFICER) "I WITHDRAW MY MOTION BECAUSE OF ITS FORM."

CHAIR: "THE MOTION IS WITHDRAWN."

OR

MEMBER: (AFTER A MOTION HAS BEEN SECONDED AND RESTATED BY THE PRESIDING OFFICER.) "I WISH TO WITHDRAW MY MOTION."

CHAIR: "THE SPEAKER WISHES TO WITHDRAW THE MOTION. IS THERE ANY OBJECTION TO WITHDRAWAL? HEARING NONE, THE MOTION IS WITHDRAWN."

OBJECT TO THE CONSIDERATION OF A MOTION

MEMBER: (Without recognition) "Madam (or Mr.) Chairman, I object to the consideration of this motion."

CHAIR: "Objection has been made to consideration of this motion. All in favor of considering the question, please rise. Opposed, please rise. The vote is 'Yes' 20 (no objection) and 'No' 80 (objection). Since two-thirds of the members object to the motion, the question will not be considered."

PARLIAMENTARY PROCEDURE

LESSON PLAN #9

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.17 List the types of incidental motions (continued from Lesson Plan #8).
2.18 Demonstrate the procedure for carrying out types of incidental motions.

Resources:

1. Information Sheet 6.02 - Summary of Motions
2. Information Sheet 8.01 - Incidental Motions
3. Assignment Sheet 9.01 - Incidental Motions

Teacher Activities:

1. Review material covered previous class meeting.

2. Complete discussion of Information Sheets 8.01 - Incidental Motions and 6.02 - Summary of Motions (already distributed).

3. Give assignment: Instruct students to complete Assignment Sheet 9.01 - Incidental Motions.

Student Activities:

1. Participate in discussion of Information Sheets.
2. Complete Assignment Sheet 9.01 - Incidental Motions.

Assignment: Complete Assignment Sheet 9.01 - Incidental Motions.

Optional Activities: Read Russell, *The How To in Parliamentary Procedure*, pp. 35-39.

PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #9.01

Incidental Motions

DIRECTIONS: Answer the following questions.

1. What procedure is required when a member wants to suspend the rules?
2. What is the procedure for withdrawing a motion?
3. Requesting parliamentary information requires what procedure?
4. State the procedure for calling for a division of the assembly.
5. State the purpose of objection to consideration.
6. When may a member rise to a point of order?

DIRECTIONS: Be prepared to discuss in class.

1. A vote is taken, the chair states the motion has carried but you believe by the vote the motion should have lost. What procedures should you follow to attain an accurate recount?
2. A member of the assembly speaks out of turn without being recognized by the chair. What action should be taken?
3. You, as a member, made a motion. It has been seconded and the chair has said, "It has been moved and seconded that . . ." Can you withdraw your motion? State your reasons.

Russell, *The How To in Parliamentary Procedure*, Student Assignment Book, pp. 16 and 17.

LESSON PLAN #10

Time for Lesson: 55 minutes

Objectives: After completion of this lesson, students should be able to:

2.19 Identify a privileged motion.
2.20 List the types of privileged motions.
2.21 Demonstrate the procedure for carrying out types of privileged motions.

Resources:

1. Information Sheet 6.02 - Summary of Motions
2. Information Sheet 10.01 - Privileged Motions
3. Assignment Sheet 10.01 - Privileged Motions
4. Transparency Master 10.01 - Picture Introduction - Privileged Motions
5. Transparency Master 10.02 - Adjourn - Unqualified
6. Transparency Master 10.03 - Adjourn - Qualified
7. Transparency Master 10.04 - Recess
8. Transparency Master 10.05 - Questions of Privilege
9. Transparency Master 10.06 - Questions of Privilege

Teacher Activities:

1. Distribute Information Sheet 10.01 - Privileged Motions.

2. Explain the purposes of privileged motions.

3. Refer to Information Sheet 6.02 - Summary of Motions (already distributed). Discuss chart of privileged motions.

4. Discuss Transparency Masters and have students practice reading them out loud.

5. Hand out Assignment Sheet 10.01 - Privileged Motions for students to complete.

Student Activities:

1. Read Information Sheet 10.01 - Privileged Motions.
2. Refer to and study privileged motions on Information Sheet 6.02 - Summary of Motions.
3. Read motions on Transparency Masters aloud.
4. Complete Assignment Sheet 10.01 - Privileged Motions.

Optional Activities and Resources:

1. Read Russell, *The How To in Parliamentary Procedure*, pp. 35-36 and 40-43.
2. Read *Roberts' Rules of Order Newly Revised*, pp. 186-210 and p. 6 in charts and table section.
3. a. The chapter has a rule that at least fifty dollars must be left in the treasury at the end of the year to carry over to the next year's operation. A motion has been made to apply 10 dollars toward the purchase of a plaque that will be awarded to the school. The treasurer states that the expenditure of 10 dollars will leave a balance of 48 dollars in the treasury at the end of the year. As a member, how will you move to handle this situation?

    b. The chapter bylaws state that the local organization have meetings on the first and second Tuesdays of each month during the school year. The second Tuesday falls during the final exams. What action is necessary in this case?

    c. As presiding officer, you feel it your responsibility to make some personal remarks regarding a motion on the floor. What procedure will you use to make these remarks?

    d. Role play a situation in which a motion is made to reconsider. Assume that a motion was previously made for the chapter to sponsor a Christmas party for under-privileged children. The original motion was defeated by vote of 19 to 17, but there were some who did not vote. How would the motion to reconsider be made, when can it be made, and what procedure is necessary to get the motion back on the floor?

    e. Role play a situation in which a motion has been tabled and you want it brought back to the floor for consideration and vote. Assume that the tabled motion is to send an extra delegate to the state leadership conference at the chapter's expense. How will you get it reconsidered?

Russell, *The How To in Parliamentary Procedure*, Student Assignment Book, pp. 16 and 18.

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #10.01

Privileged Motions

Privileged Motions may be introduced at any time during the meeting to settle a question of immediate importance. These have precedence over all other motions because of their urgency and importance.

Privileged motions have no bearing on main motions. They are related to the needs and welfare of the assembly.

Privileged motions require no debate and have no precedence among themselves. Basically, they give freedom to the group while acting upon pending questions. Examples are as follows:

1. Adjourn and fix the time at which to adjourn
2. Recess
3. Questions of privilege
4. Call for the "Orders of the Day"

Privileged motions must be considered before all other motions that are before the assembly. Privileged motions are primarily used to introduce matters of urgency which should be settled immediately. Because of their importance, they are not debatable.

1. *Adjourn* - The purpose is to bring a meeting or session to a close. Simple adjournment is an unqualified motion and is privileged. It, however, cannot interrupt a speaker or voting. If no main motions are on the floor, the unqualified motion to adjourn can become a main motion. The privileged motion "to fix the time at which to adjourn" is the only motion which takes precedence over the privileged motion to adjourn. The motion to adjourn is not amendable, nor can it have any subsidiary motion applied to it.

EXAMPLE (A) - *Unqualified Motion (Privileged)*

Member: "Mr. (or Madam) Chairman, I move that we adjourn."

Chair: (after it being seconded) "It has been moved and seconded that we adjourn. Those in favor say 'Yes.' Those opposed say 'No.' The motion is carried. This meeting is now adjourned."

EXAMPLE (B) - *Qualified Motion (Main Motion)*

Member: "Mr. (or Madam) Chairman, I move that we adjourn at 7:00 p.m." or "I move that we adjourn and continue this meeting next Tuesday in Room 23 of Gregg High School."

NOTE: The above qualified motions are an example of "To fix the time and place at which to adjourn."

The motion to adjourn is not always in order. It is out of order when a speaker has the floor; while voting is taking place; directly after the motion to adjourn had just failed; or when the assembly is considering the time or place at which to adjourn. Just the fact that a motion to adjourn has been properly made and seconded does not mean that the chair must dismiss the assembly. The chair may make necessary announcements or inform the assembly of the necessity to continue the meeting and ask the proposer to withdraw the motion or the assembly may vote down the motion. It is the chair's responsibility to call the motion to adjourn out of order when it is evident that the proposers are adjourning for personal gain.

2. *Recess* - The purpose of this motion is to temporarily disband the meeting for comfort, or temporarily adjourning for meals. If the motion to recess is proposed when other business is before the assembly, it is a privileged motion, is undebatable and cannot have subsidiary motions applied to it except to amend. It may be amended to change the length of time to recess. If there is no pending business, a motion to recess has no privilege and becomes a debatable and amendable main motion.

EXAMPLE

Member: (When other business is before the assembly) "Madam (or Mr.) Chairman, I move that the assembly take a ten-minute recess."

Chair: "It has been moved and seconded that the assembly take a ten-minute recess. All those in favor say 'Aye.' Opposed say 'Nay.' The motion carries."

3. *Questions of Privilege* - These relate directly to the comfort, convenience, rights or privileges of the assembly or of a single member. The chair must rule immediately upon the question of privilege and announce his or her decision to the assembly. It may interrupt a speaker if urgent enough, but may not interrupt voting or verification of a vote. As soon as the question of privilege is carried out, the business of the assembly is resumed

exactly where it was interrupted. Questions that concern the assembly usually refer to comfort or convenience such as heating, ventilation, acoustics, etc. Personal privileges usually relate to the safety, reputation, or rights of the individual member or to making an important announcement.

EXAMPLE (A)

Member: (Without recognition) "Mr. (or Madam) Chairman, I rise to a question of privilege of the assembly."

Chair: "State your question of privilege."

Member: "It is very cold in this room. May we raise the thermostat?"

Chair: "Your request will be taken care of."

EXAMPLE (B)

Member: (Without recognition) "I rise to a question of personal privilege."

Chair: "State your question of privilege."

Member: "The interference from outside is making it difficult for me to hear the speaker. Could we please close the door and windows?"

4. *Call for the Orders of the Day* - This is a request for the assembly to return to the agenda or order of business previously planned. Any member has the right to demand that the "Orders of the Day" be followed, and is in order when some other member has the floor. A call for the "Orders of the Day" is not debatable or amendable, or does not require a second and requires only a majority vote.

EXAMPLE

Member: (Without recognition) "Madam (or Mr.) Chairman, I call for the 'Orders of the Day.'"

PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #10.01

Privileged Motions

DIRECTIONS: Answer the following questions:

1. When is a meeting officially adjourned?

2. State one way a business meeting may be interrupted.

3. List three circumstances when a motion to adjourn is out of order.

4. Give a definition of privileged motion.

5. When may a privileged motion be introduced?

6. When may a member call for a question of privilege?

7. What procedure should be followed when stating a question of privilege?

Russell, *The How To in Parliamentary Procedure*, Student Assignment Book, pp. 16 and 18.

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PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #10.01 KEY

Privileged Motions

1. The meeting is closed when the presiding officer says, "We stand adjourned," or "the meeting is adjourned."

2. Occasionally business meetings will last so long that a recess may be necessary. The proper procedure to follow is for a member to rise, be recognized, and move that a recess of a specified time be taken. The motion requires a vote.

3. Three circumstances when a motion to adjourn are out of order if:

   a. made while a speaker has the floor,
   b. while the society is engaged in voting or determining the vote
   c. when the motion to adjourn has just failed or when the motion to "Fix the time to which to adjourn" is pending.

4. Motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the house.

5. Because of their emergency nature privileged motions are permitted to hold over all pending questions except a call for a division of the assembly.

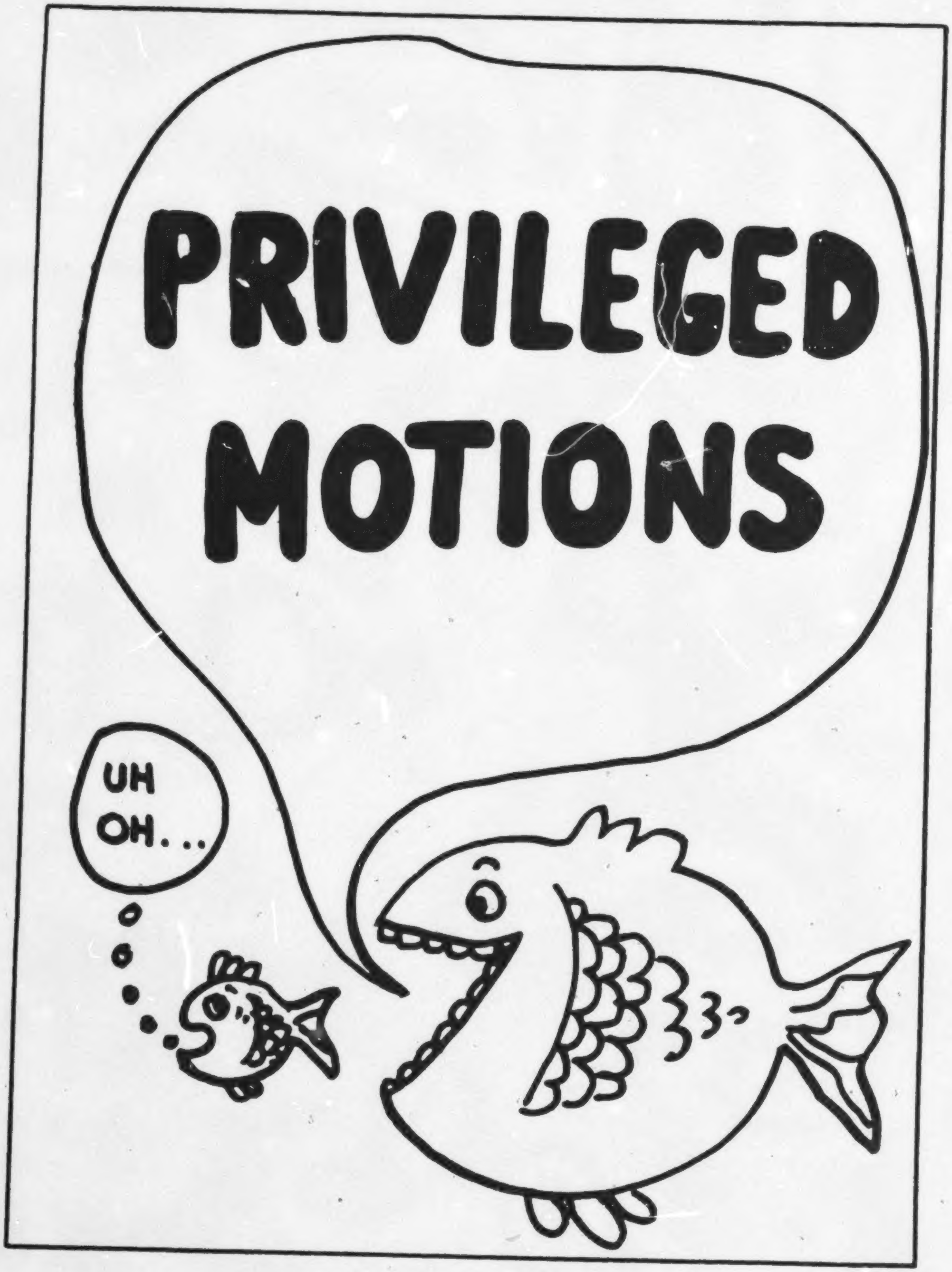
6. Because its object is to obtain action immediately in an emergency a person may rise at anytime.

7. A member may rise to a question of privilege even though the floor has been assigned to another, and if sufficiently urgent, may interrupt the speech. The presiding officer invites her or him to state the privilege, if considered such the essential steps are taken after which the interrupted business is resumed.

Practical Parliamentary Procedure, pp. 110-119.

Russell, *The How To in Parliamentary Procedure*, Student Assignment Book, pp. 16-18.

TM 10.01


PRIVILEGED MOTIONS
UH OH...

ADJOURN

UNQUALIFIED MOTION

MEMBER: "MR. (OR MADAM) CHAIRMAN, I MOVE THAT WE ADJOURN."

CHAIR: (AFTER IT BEING SECONDED) "IT HAS BEEN MOVED AND SECONDED THAT WE ADJOURN. THOSE IN FAVOR SAY 'AYE.' THOSE OPPOSED SAY 'NAY.' THE MOTION IS CARRIED. WE ARE NOW ADJOURNED.

ADJOURN

QUALIFIED MOTIONS

"TO FIX THE TIME AND PLACE AT WHICH TO ADJOURN"

MEMBER: "MR. (OR MADAM) CHAIRMAN, I MOVE THAT WE ADJOURN AT 7:00 P.M." OR "I MOVE THAT WE ADJOURN AND CONTINUE THIS MEETING NEXT MONDAY AT JOHN'S HOME."

Phil Knox, *Parliamentary Procedure*, pp. 25, 40-44, 94-98.

TM 10.04

RECESS

MEMBER: (When other business is before the assembly) "Madam (or Mr.) Chairman, I move that the assembly take a fifteen-minute recess."

CHAIR: "It has been moved and seconded that the assembly take a fifteen-minute recess. All those in favor say 'aye.' Opposed say 'no.' The motion carries."

QUESTIONS OF PRIVILEGE

MEMBER: (WITHOUT RECOGNITION) "MADAM (OR MR.) CHAIRMAN, I RISE TO A QUESTION OF PRIVILEGE OF THE ASSEMBLY."

CHAIR: "STATE YOUR QUESTION OF PRIVILEGE."

MEMBER: "IT MUST BE 80 DEGREES IN THIS ROOM. MAY WE REDUCE THE THERMOSTAT?"

CHAIR: "YOUR REQUEST WILL BE TAKEN CARE OF."

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QUESTIONS OF PRIVILEGE

MEMBER: (WITHOUT RECOGNITION) "I RISE TO A QUESTION OF PERSONAL PRIVILEGE."

CHAIR: "STATE YOUR QUESTION OF PRIVILEGE."

MEMBER: "I AM HAVING A DIFFICULT TIME HEARING THE SPEAKER, SO WOULD SHE PLEASE SPEAK UP?"

PARLIAMENTARY PROCEDURE

LESSON PLAN #11

Time for Lesson: 55 minutes

Objective: After completion of this unit, students should be able to:

2.00 Demonstrate the ability to correctly utilize the principles of parliamentary procedure in an actual meeting situation with six other students.

Resources:

1. Information Sheet 11.01 - DECA Parliamentary Procedure Competitive Event
2. Assignment Sheet 11.01 - Parliamentary Procedure Puzzler
3. Post-assessment
4. Post-assessment Key

Teacher Activities:

1. Distribute Post-assessment and have students complete in class.

2. Distribute Information Sheet 11.01 - DECA Parliamentary Procedure Competitive Event to be read by next class period.

3. Distribute Assignment Sheet 11.01 - Parliamentary Procedure Puzzler and have students complete in class and discuss.

Student Activities:

1. Take Post-assessment.
2. Read Information Sheet 11.01 - DECA Parliamentary Procedure Competitive Event by next class period.
3. Complete Assignment Sheet 11.01 - Parliamentary Procedure Puzzler in class and discuss.

Assignment: Read Information Sheet 11.01 - DECA Parliamentary Procedure Competitive Event by next class period.

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PARLIAMENTARY PROCEDURE

POST-ASSESSMENT

True or False

____ 1. Most groups follow meeting rules found in *Roberts' Rules of Order*.

____ 2. A member may speak at any time during the meeting.

____ 3. You remain seated until the presiding officer announces the adjournment of the meeting.

____ 4. During the meeting, you can discuss things in small groups.

____ 5. You should rise to be recognized, then be seated while speaking.

____ 6. The president should prepare the agenda for each meeting.

____ 7. The special program must be a guest speaker.

____ 8. Unfinished business includes postponed motions.

____ 9. The secretary reads the minutes only when it is called for from the floor.

____10. All business should be brought before the assembly by a motion of a member.

____11. Special committees are formed for some special or single event.

____12. Standing committees are formed for the duration of the organization.

____13. The executive board is a selected group which administers the work of the organization between meetings.

____14. The president may enter into discussion.

____15. The president presides at meetings.

____16. The vice-president presides over every third meeting.

____17. The vice-president assists the president with necessary duties.

____18. The secretary keeps an accurate record of each meeting.

____19. The treasurer receives and accounts for all funds of the organization.

____20. The reporter gathers and classifies all chapter news.

____21. The parliamentarian must be prepared to give points on the correct parliamentary procedure.

____22. A main motion's object is to introduce new business for consideration of the group.

____23. A motion need not be seconded if it is to be debated.

____24. A voice vote is usually sufficient on a main motion.

____25. All main motions are debatable.

____26. All votes taken in a meeting require a two-thirds majority except election of officers.

____27. When you withdraw a motion it is like you never made one.

____28. When you table a motion, it means the same as to postpone it indefinitely.

____29. You may rise to a point of information anytime you want to during a meeting.

____30. If you make a motion but the chair does not state it before the assembly, you may withdraw the motion without the consent of the assembly.

____31. You may talk against a motion that you have made, but you cannot vote against the motion.

____32. Privileged motions are the only motions which can interrupt a speaker.

____33. Division of the house and division of the question are the same thing.

____34. There is no subsidiary motion which can interrupt a speaker.

DIRECTIONS: Put a 1 in front of the first step of a business meeting, a 2 by the second, etc., and an 8 by the 8th.

____35. Adjournment

____36. Committee reports

____37. Officers' reports

____38. Call to order

____39. New business

____40. Recreation and refreshments

____41. Announcement of attendance

____42. Unfinished business

DIRECTIONS: Put a check in front of the following committees which exist in parliamentary procedure.

____43. Special committees

____44. Legal committees

____45. Standing committees

____46. Relative committees

____47. Executive board

DIRECTIONS: Put a check in front of the following which are principles of parliamentary procedure.

____48. Protects the rights of the minority

____49. The majority rules

____50. Maintains decorum

____51. Members have the right to understand question fully

____52. Characterized by justice and courtesy to all

DIRECTIONS: Identify the following motions according to their type by putting a "P" in front of the privileged motions, a "S" by the subsidiary ones, and an "I" by the incidental ones.

____53. Adjourn - unqualified

____54. Point of order

____55. Division of the house

____56. Call for orders of the day

____57. Lay on the table

____58. Refer to a committee

____59. Postpone definitely

____60. Object to consideration

____61. To take a recess

____62. Parliamentary inquiry

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PARLIAMENTARY PROCEDURE

POST-ASSESSMENT KEY

1. T
2. F
3. T
4. F
5. F
6. T
7. F
8. T
9. F
10. T
11. T
12. T
13. T
14. F
15. T
16. F
17. T
18. T
19. T
20. T
21. T
22. T
23. F
24. T
25. F
26. F
27. T
28. F
29. T
30. T
31. F
32. F
33. F
34. T
35. 7
36. 4
37. 3
38. 1
39. 6
40. 8
41. 2
42. 5

43. ✓
44.
45. ✓
46.
47. ✓

48. ✓
49. ✓
50. ✓
51. ✓
52. ✓

53. P
54. I
55. I
56. P
57. S
58. S
59. S
60. I
61. P
62. I

PARLIAMENTARY PROCEDURE

INFORMATION SHEET #11.01

DECA Parliamentary Procedure Competitive Event

Purpose: To encourage local chapters to become familiar with parliamentary procedure and to provide recognition for the skill developed by a student team.

Specifications:

1. A team shall consist of not less than five nor more than seven members, including the presiding officer.

2. A team shall be allowed not more than 10 minutes in which to demonstrate its knowledge of parliamentary procedure. The team will not be penalized if it uses less than the 10 minutes.

3. Contestants shall not listen to competing teams until after their own demonstration. Coach shall not consult with team after beginning of contest.

4. Teams shall draw for order of appearance. No reference materials on parliamentary procedure shall be used by any member of the team.

5. The official shall have a list of topics from which the chair of the first team shall draw upon entering the room. Each team, thereafter, will use the same topic.

6. The contesting team shall assume that a regular club meeting is in progress and the chair shall start the demonstration by saying, "Is there any further business that should be presented to the club at this time?" A member of the team will then present an item of business given to him or her by the official in charge of the contest when the team enters the room to begin its demonstration. There shall be no closing ceremony.

7. There shall be no limitation as to the character of the demonstration, except it must be on the topic selected as the team enters the demonstration room. *IT MUST INCLUDE TWO SUBSIDIARY, TWO INCIDENTAL, AND TWO PRIVILEGED MOTIONS DESIGNATED BY THE OFFICIAL IN CHARGE.* The team may use more than one main motion as long as it pertains to topic assigned them.

8. The demonstration will be presented in the following manner:

   a. Chair opens gmeeting for new business.
   b. Main motion will be presented.
   c. While meeting is in progress, an official of the competitive event will identify by cue card to the team members a required motion to be made. The official will be seated behind the chair and the chair will not have access to the information on the required motion. The participating team members must present the required motion when identified on cue card or as soon as the proper time arrives.

Judging:

1. The following score card shall be used by the judges as a basis in rating teams. Teams shall be given ratings of I, II, or III using the Danish system. The first place team only shall be designated by the judges.

Abilities Demonstrated	Perfect Score
Chair's poise and ability to preside	10
Poise, voice, and expression	10
Grammar and sentence structure	10
Interesting and realistic approach	10
Knowledge of correct parliamentary procedure	60

2. The official in charge of the contest shall:

   a. Call the judges together at least thirty minutes before the contest begins to acquaint them with their duties and with rules of the contest.
   b. Provide the judges with a copy of *Roberts' Rules of Order.*
   c. Provide the judges with a reference table on motions, containing such factors as rank of motions, majority required, whether debatable, etc.
   d. Provide the judges with the necessary paper and pencils.

3. Judges shall, at the conclusion of the demonstration, ask any member of the team to clarify any point of parliamentary procedure or to justify any personal or team act. Not more than five minutes shall be allowed for this questioning.

4. Any actions, on the stage, of a nature questionable to conducting a good business meeting will be considered objectionable.

Entries: Each chapter or each coordinator in a local chapter may enter one team.

PARLIAMENTARY PROCEDURE

Rating Sheet

Team #__________________________

School:______________________________ Chairman's Name:_____________

Abilities Demonstrated	Possible Points	Earned Points
Chair's Poise-Abilities to Preside	10	______
Team's Poise-Voice-Expression	10	______
Grammar-Sentence Structure	10	______
Interesting and Realistic Approach	10	______
Knowledge of Correct Parliamentary Procedure		
Handling of Two Subsidiary Motions	20	______
Handling of Two Incidental Motions	20	______
Handling of Two Privileged Motions	20	______
TOTAL POSSIBLE POINTS	100	
TOTAL EARNED POINTS		______
Less Penalty (Five point penalty per minute over ten minutes)		______
TOTAL SCORE LESS PENALTY		______

Missouri Distributive Education Department, *Missouri DECA Handbook*, pp. 59-61.

PARLIAMENTARY PROCEDURE

ASSIGNMENT SHEET #11.01

Parliamentary Procedure Puzzler

DIRECTIONS: Each scrambled letter group below represents a significant term in parliamentary procedure. Can you unscramble the letters to reveal the word(s)? Now take the circled letters and rearrange them on the dotted line to form another term.

1. ⓅLAPAE ____________________
2. MUTIⓃES ____________________
3. NOCTISUⓉTOIN ____________________
4. LOFOⓇ ____________________
5. JⒶDORUN ____________________
6. TEⓁECINO ____________________
7. LACL OT RODⓇE ____________________
8. RⓎPOX ____________________
9. TONⒾOM ____________________
10. TOLLⒶB ____________________
11. LUⓅALⓇITY ____________________
12. SⓄNDEⒸ ____________________
13. BⒺDETA ____________________
14. OMONITⒶNIN ____________________
15. MAⒹNE ____________________
16. JAⓂOTIRY ____________________
17. ⓊROQUM ____________________
18. FERⓇE ____________________
19. TⒺOQUINS ____________________
20. ELEDAGⒺT ____________________

— —

KEY FOR ASSIGNMENT SHEET #11.01

1. Appeal
2. Minutes
3. Constitution
4. Floor
5. Adjourn
6. Election
7. Call to Order
8. Proxy
9. Motion
10. Ballot
11. Plurality
12. Second
13. Debate
14. Nomination
15. Amend
16. Majority
17. Quorum
18. Refer
19. Question
20. Delegate

Parliamentary Procedure

Barbara J. Wilke, *Fun Things for Learning in Marketing and Distribution*, Vol. 1 (American Enterprises, Inc.)

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PARLIAMENTARY PROCEDURE

LESSON PLAN #12

Time for Lesson: 55 minutes

Objective: At the end of this unit, students should have demonstrated the ability to correctly utilize the principles of parliamentary procedure in an actual meeting situation with six other students.

Resource: Information Sheet 11.01 - DECA Parliamentary Procedure Competitive Event

Teacher Activities: Listen to and evaluate each of the parliamentary procedure teams. Evaluate the teams using the evaluation form in Information Sheet 11.01 - DECA Parliamentary Procedure Competitive Event (already distributed).

Student Activity: Each team will conduct a meeting utilizing the principles of parliamentary procedure.

PARLIAMENTARY PROCEDURE

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